

**H-1B REQUEST AMENDMENT**  
The University of Tennessee

This form should be used when hiring department wishes to change information provided on a recent "Request for H-1B Petition". Because accurate information related to the employment of a person with H-1B status must be certified to the U.S. Government as correct "under penalty of perjury", it is necessary to obtain approvals by Department Head and Dean to any major change in an H-1B Request. This form may be used only if the H-1B petition has not yet been sent to the Department of Homeland Security. Send signed form to Center for International Education, 1620 Melrose Avenue (3531)

1. This amendment refers to the H-1B Request for: \_\_\_\_\_  
Name of Employee
2. Hiring Department \_\_\_\_\_

Please make changes in the following (check type of correction and indicate changes)

- \_\_\_\_\_ 3. Change in job title or type  
Job Title \_\_\_\_\_ Regular or Term position? \_\_\_\_\_
- \_\_\_\_\_ 4. Change in hours employee will work  
Hours per week: \_\_\_\_\_ OR (For part-time instructors) Number of courses to be taught: \_\_\_\_\_
- \_\_\_\_\_ 5. Change in salary  
Salary: \_\_\_\_\_ per month (full-time positions) or \_\_\_\_\_ per hour (part-time)
- \_\_\_\_\_ 6. Change in dates of intended employment in this position (Question 19 on Request Form)  
From \_\_\_\_\_ To \_\_\_\_\_
- \_\_\_\_\_ 7. Change in dates requested for H-1B petition:  
Beginning date: From \_\_\_\_\_ (Specific Date) OR \_\_\_\_\_ As soon as possible  
(If employee currently has H-1B status at UT, beginning date should be date current status ends)  
Ending date: \_\_\_\_\_

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**DEPARTMENT HEAD CERTIFICATION AND APPROVAL**

- i** The above information is, to the best of my knowledge, accurate.
- i** I certify that an official offer of employment has been made to this employee.
- i** I understand that this person must be paid the salary in Item 5 (or in Item 16 on the original H-1B Request) for the entire period listed in Item 7 (Or in Item 20 on original Request) [If "as soon as possible" has been checked, then this employee is currently receiving this salary or will receive it as soon as he/she is employed.]
- i** I certify that UT funding will be available for the entire period of the petition.
- i** If the employee is terminated by UT prior to the ending date in Item 7 above, this department will pay all travel expenses necessary for the employee to return to his/her home country.
- i** If this person will not be employed or ceases to be employed (for any reason) before the ending date in Question 7 above, we will immediately notify the UT Center for International Education.
- i** I understand that we may not make substantial changes in the terms of employment for this employee until a new H-1B petition has been approved, including change in job title or duties, substantial changes in salary or benefits, or change in location of work.

\_\_\_\_\_  
Signature of Department Head                      Name (printed)                      Date

**APPROVAL BY DEAN OR DIRECTOR**

- i** I certify that all changes listed above have been approved by me and by any other necessary university office.

\_\_\_\_\_  
Signature of Dean/Director                      Name (printed)                      Date

**APPROVAL UT BY HUMAN RESOURCES** (Charlene Rice or other HR Official)

- i** I certify that the terms of employment have been approved by Human Resources.

\_\_\_\_\_  
Signature of Human Resources Official                      Name (printed)                      Date