



AMENDED PETITION DETERMINATION FORM

International Faculty & Staff Services (IFSS)

Phone 608.265.2257 | Fax 608.265.6547

E-mail: ischolars@ohr.wisc.edu | web: www.ohr.wisc.edu/ifss

Federal regulations state that if there is a material or significant change in the terms and conditions of the already approved H-1B employment, then an amended petition will need to be filed (8 CFR §214.2(h)(2)(i)(E) & INS field memorandum CO 214h-C, October 22, 1992. Updated 1996). In certain circumstances, the change must be approved by U.S. Citizenship and Immigration Services (USCIS) before it can be effective. In other circumstances, once the petition is filed and we have the receipt notice back from USCIS, then the change can be effective.

The following questions will help International Faculty and Staff Services (IFSS) determine if the proposed change in employment will require an amended H-1B petition and whether an approval or just the receipt notice is sufficient for the change to be effective. A “yes” answer does not automatically mean an amended petition is required.

Please complete this form as thoroughly as possible. If you have any questions regarding this form, please contact IFSS.

1. Name of Employee: _____

2. Employee’s Department: _____

3. Will this employee’s **salary** change? Yes No

If YES, the new salary will be: _____ Current salary: _____ A basis C basis

Explain the reason for the change:

4. Will the **funding source** change? Yes No

If YES, list the new funding source(s) and percentages: _____

5. Will the employee’s **title** and **title code** change? Yes No

If YES, the new UW title will be: _____ Title Code: _____

Explain the reason for the change:

6. Will the employee’s **duties** change? Yes No

If YES, explain what duties are changing and how much (you may attach the rate/title change you plan to submit to answer this):

7. Will the employee's **appointment percentage** change? Yes No
 If YES, the current percentage is: _____; the proposed percentage will be: _____
8. Will the employee's **supervisory responsibilities** change? Yes No
 If YES, explain the change. Include how many permanent employees s/he supervises now and how many s/he will supervise when the change takes place. *Note: Permanent employees do not include student help, graduate/teaching/research assistants, or employees-in-training. True supervision is defined as signing timesheets, doing performance reviews, handling disciplinary actions, etc.:*
9. Will the employee's **work location** change? Yes No
 If YES, explain why. Additionally, list the current work location address(es) and new work location address(es):
10. Will the employee's **major department** change? Yes No
 If YES, explain the change:

Please use the space below to explain any other changes and/or to make any further comments:

 Signature of Supervisor/Director/Chair completing this form Date

 Print Name of Supervisor/Director/Chair completing this form Title

 E-mail Address

FOR IFSS USE ONLY

- An amended H-1B petition is not required. The change **does not** constitute a material change as defined by immigration regulations. This information will be placed in the Public Access File (PAF).
- An amended petition is required.** The change **does** constitute a material change as defined by immigration regulations. The petition must be filed and the receipt notice received by IFSS before the changes may begin.
- An amended petition is required.** The change **does** constitute a material change as defined by immigration regulations. The petition must be approved by USCIS before the changes may begin.

Determination made by: _____
Signature: _____ **Date:** _____