The H-1B nonimmigrant category can be used to employ a foreign national as a temporary worker in a “specialty occupation”. The law defines specialty occupation as an occupation “that requires the theoretical and practical application of a body of highly specialized knowledge to perform the occupation and requires the completion of a specific course of study culminating in a baccalaureate degree or higher in a specific occupational specialty”. The position offered can be permanent in nature, but the employment relationship with the foreign national must be temporary. The H-1B category can be petitioned for any increment of time up to three years per petition. Maximum time allowed in this category is six years.

The Immigration Act of 1990 radically changed the requirements for obtaining the H-1B. It is very important that you read the following information carefully and follow the instructions as outlined. Do not sign any documents/forms unless you are in total agreement. Any misrepresentation of facts or the employer’s failure to comply with the regulations may result in serious fines and/or penalties.

The applicant must be a professional or otherwise possess highly specialized theoretical and practical knowledge in his/her field. The employee must possess the specific knowledge for the position offered. The minimum entry-level requirement of a bachelor’s or higher degree in a specific occupational specialty is required. The position offered must be one of which the employee possesses qualifications at least matching the minimum requirement.

The position must require a person with the foreign national’s highly specialized qualifications. The U.S. Department of Citizenship and Immigration Services will scrutinize the job duties to determine whether the position requires a professional-level employee. The employer’s stated requirement of a bachelor or higher level degree will not suffice if the generally recognized requirements for that position are below a professional level.

The processing fee for the H-1B petition is currently $325.00 plus initial petitions will require a Fraud and Detection Fee of $500.00. In order to expedite a request - an additional premium processing fee of $1225.00 is required. Processing fees are considered business related expenses. All fees associated with the H-1B process are the responsibility of the hiring department. The applicant may not assume financial responsibility for the processing of the H-1B request.

Departmental Request for H-1B Petition – Initial or Extension. All documents must be submitted to the Office of Human Resources for review, approval and processing. Documents for academic departments must include the signatures of the Dean and the Provost. Documents for other departments must include the signatures of the department’s hiring authorities and the appropriate Vice President.

Submit the H-1B request at least 6 months prior to the requested date of employment. Application packages submitted for processing that are incomplete, require corrections, contain missing information, or whiteout/correction tape will be returned to the requesting department in its entirety.

Instructions and all required forms are attached.

Revised March 31, 2014 EJM
INSTRUCTIONS FOR THE H-1B APPLICATION PROCESS

Sign all documents in blue ink.

Confirm in writing who will be the point of contact as it relates to the processing of this H-1B.

Signature Authority:
Documents for academic departments must include the signatures of the Dean and the Provost. Documents for other departments or divisions must include the signatures of the department’s hiring authorities and the appropriate Vice President. All documents must be signed in blue ink.

Document Correction/Completion - Documents requiring correction or completion may be picked up by the hiring department or new documents may be submitted. Documents that are resubmitted must be dated with the current date. Documents that are corrected/completed must be initialed and dated with the current date.

Whiteout or Correction Tape - Documents with whiteout or correction tape will not be accepted and will be returned to the hiring department.

STEP 1 - PRELIMINARY DOCUMENTS REQUIRED FOR THE H-1B APPLICATION PROCESS

Please sign all documents in blue ink.

The hiring department must submit all required documents in step 1 as the first step in requesting H-1B status for an individual (initial or extension). The Office of Human Resources will review the H-1B request and will notify the hiring department if the H-1B process can continue – based on the preliminary documents submitted.

Preliminary Documents:

1. Institutional Support Letter – The letter must be an original document printed on departmental letterhead and signed by departmental hiring authorities.

Documents for academic departments must include the signatures of the Dean and the Provost. Documents for other departments or divisions must include the signatures of the department’s hiring authorities and the appropriate Vice President. All documents must be signed in blue ink.

To: Mrs. Radhika Ayyar, Director of Human Resources
   P.O. Box 519, Mailstop 1337, Prairie View, TX 77446

The letter must state the following required information:

   a. The purpose of the letter and identify the applicant (initial or extension petition) and the job title.
   b. The reason for the temporary employment of the applicant.
   c. The position is or is not a permanent position.
   d. How the position will be funded.
   e. The position has been advertised – if not advertised state why.
   f. The applicant’s credentials and background (education, training and experience).
g. Terms of offered employment (position title, job responsibilities, exact starting date and exact ending date of offered employment, and salary). Note: The offered employment can be any increment of time up to 3 years per petition (request).

h. The department accepts full responsibility to comply with the terms of the Labor Condition Application and will pay reasonable cost of return transportation to the individual’s home country if the employee is dismissed from employment prior to the expiration of the authorized period of stay.

i. The hiring department is asked to designate a contact person for the H-1B petition. This individual will be the Office of Human Resources’ contact on matters that involve the department’s request to petition the H-1B category.

2. **Copy of the Initial University Job Offer Letter**

3. **Copy of the University PDAQ for the Offered Position**

4. **Job Offer and Acceptance Letter** – Letter must include the following:

   a. State that the letter is an offer of employment.
   b. State terms of employment (*position title and job responsibilities, exact starting date and exact ending date of offered employment, and salary*).
   c. Include this statement - “This employment offer is contingent upon obtaining and maintaining the proper employment visa status”.
   d. The letter must be signed by hiring authorities.
   e. Include a signature line for applicant’s signature of acceptance.

5. **Prevailing Wage Information Form** – The hiring department is required to pay the applicant the prevailing wage or actual wage whichever is higher. Information must be accurate. Information on this sheet should not be tailored to meet the applicant’s credentials. The prevailing wage is determined by the Department of Labor. It is the wage level for the occupation in the area of intended employment. Minimum experience required should be the exact amount of experience required and not a range such as 1 to 3 years. This form must be completely filled out. Form attached.

   The law states that the H-1B nonimmigrant will be paid at least the prevailing wage level for the occupation in the area of intended employment or the actual wage level paid by the employer to all other individuals with similar experience and qualifications for the specific employment – whichever is higher.

   The Department of Labor has stated that it could take up to 60 days to process a prevailing wage request.

6. **APPLICANT INFORMATION FORM** - This document is to be completed by the applicant. This document must be an original. The only exception will be if the applicant is residing outside of the U.S. – in this case a faxed copy will be accepted until the original arrives by mail.
The applicant must attach the following documents:

a. Photocopy of highest degree earned. If document is not in English, a certified English translation must be obtained with evidence that the degree is equivalent to the U.S. degree required.

b. Curriculum Vitae or Resume.

c. Copy of all previous immigration documents issued since entry into the U.S. to include passport, visa, and I-94 card, Form I-20, and any other immigration documents issued to the applicant by Homeland Security.

7. **Actual Wage Form** – The Actual Wage is the wage level paid by the employer to all other individuals with similar experience and qualifications for the specified employment. Form attached.

   a. List all employees in your department who hold the same job title as the applicant.

   b. Draw a line through any person listed that you do not consider a peer of the H-1B applicant. State specific reasons why they should not be considered as peers. Reasons should relate to experience, education, job responsibilities, publications, as well as, other legitimate business reasons.

   c. Find the highest salary of the employees who names have not been eliminated. This is the actual wage and is usually the salary that you will pay the H-1B applicant.

8. **Employer Labor Condition Statement** - Read this form carefully before signing. It is the hiring department’s responsibility to comply with the terms and conditions of the H-1B immigration employment and to notify the Office of Human Resources of any changes. Form attached.

9. **Deemed Export** - As the direct employer and supervisor of the foreign national employee (or proposed employee), you know the details of the position’s job duties and responsibilities and whether the technology or technical data being released to the foreign national may be restricted to foreign nationals. You are also aware of the details of the instruments, equipment, methods and other technology employed to conduct the research. Accordingly, you are best suited to complete the attached attestation and provide it to the Office of Human Resources before the institution can petition for the foreign national employee.
Hiring departments are advised not to submit Step 2 documents until notification is received from the Office of Human Resources.

**STEP 2 – APPLICATION FEE(s)**

**Application Fee(s)** - The H-1B applicant cannot pay any fees associated with the H-1B process. Processing fees are the responsibility of the hiring department.

Due to the length of time it will take the Department of Labor to provide the University with a prevailing wage determination – do not request your check for filing fees until the Office of Human Resources advises you that a prevailing wage determination has been received and that it meets or exceeds the offered wage.

**Request Checks for Application Fees**

Complete a purchase requisition for the required amount(s).

- **Prior** to submitting the purchase requisition to the Fiscal Office - The hiring department should notify the Office of Human Resources that the requisition is ready for submission. The Office of Human Resources will provide the hiring department with supporting documents to justify the request. These documents will need to be submitted with the requisition. The documents will include the completed immigration application(s) and the appropriate fee schedule(s).

Checks are made payable to Customs and Immigration Services or Homeland Security.

- **Request a separate check for each fee.** Do not combine the check amounts.
- Mark the requisition “Ready to Pay” & Hold for “Pick Up”.

Once check(s) are ready and picked up - the hiring department will submit checks to the Office of Human Resources.

**Application Fees:**

- **Application Fee**: $325.00 (Required on All Applications)
- **Fraud Detection and Prevention Fee**: $500.00 (Required on Initial Applications Only)
- **Premium Processing Fee**: $1225.00 (Expedite – Optional)

**Example of Required Fees:**

- **Initial Request** (first time filing for the applicant)
  - Application Fee: $325.00
  - Fraud Fee: $500.00
  - Premium Processing Fee: $1225.00 (Optional to Expedite)

- **Extension Request** (extending the applicant’s H-1B status)
  - Application Fee: $325.00
  - Premium Processing Fee: $1225.00 (Optional to Expedite)

**STEP 3 – FINAL STAGES OF THE H-1B APPLICATION PROCESS – Office of Human Resources**

**Prevailing Wage Determination/Actual Wage** - The law states that the H-1B nonimmigrant will be paid at least the prevailing wage level for the occupation in the area of intended
employment or the actual wage level paid by the employer to all other individuals with similar experience and qualifications for the specific employment – whichever is higher. The Office of Human Resources will notify the hiring department once a prevailing wage determination is received.

**Labor Condition Application** - The Office of Human Resources will submit a Labor Condition Application to the Department of Labor for review and certification.

**Notice of Filing** – The Office of Human Resources will provide the hiring department with the Notice of Filing Form and the Labor Condition Application for posting. **It is critical that these documents are posted for 10 days and returned to the Office of Human Resources (when posting – do not count the first day).** The hiring department will be asked to confirm in writing that the documents have been posted.

**H-1B Application** - Once the Office of Human Resources has received the certified Labor Condition Application – the H-1B Application and all required documents will be submitted to Homeland Security for review and approval.

**Case Status** - The Office of Human Resources will keep the hiring department informed of the current status of the submitted H-1B application.
Please attach this cover sheet to all H-1B paperwork submitted to HR.

Hiring Department: ___________________________________________________________

Hiring Authority: ____________________________________ EXT: ____________________

Designated Departmental Contact: _______________________________ EXT: ___________

Title of Offered Position: ___________________________________________________

Name of H-1B Applicant: _____________________________________________________

Requested Dates of H-1B Employment: From ___/___/_______ to ___/___/_______

Step 1 – Preliminary Documents

___ Institutional Support Letter __________________________________________________

___ Prevailing Wage Information Form ___________________________________________

___ Actual Wage Form _________________________________________________________

___ H-1B Applicant Information Sheet __________________________________________

Attachments: ___ Copy of Highest Degree

___ Resume

___ Copies of Previous Immigration Documents

List: __________________________________________

__________________________

__________________________

___ Job Offer and Acceptance Letter ____________________________________________

___ Employer Labor Condition Statement _________________________________________

Step 2 – Application Fee(s)

___ Application Fee(s) _________________________________________________________

___ $325.00 Application Fee    ___ $500.00 Fraud Fee    ___ $1225.00 Optional to Expedite
PREVAILING WAGE INFORMATION SHEET

Department Request for Prevailing Wage Determination

Complete this form based on the offered position – not the qualifications of the applicant.

Hiring Department: _________________________________________________

Departmental Contact: ___________________________ Ext. _________________

Name of H-1B Applicant: ___________________________________________

1. Job Title of Offered Position: _________________________________________

2. Offered Salary: $_________________________________________________________________

3. The Offered Position is:   ___9 Months   ___12 Months   ___ Full-Time   ___Part-Time

4. Numbers of hours per week:    _______ Basic 40 Hours    _______Overtime Hours

5. Hourly Work Schedule: _______A.M.  to _______P.M.

6. Description of Job Duties: Must be specific. Academic departments must include area(s) of instruction and research positions must state purpose of research:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

7. Worksite Address (Physical Location, Building Name and Room #) where duties will be performed:  
_____________________________________________________________________________________
_____________________________________________________________________________________

8. Will work be performed in more than one location?   _____Yes   _____No
   If Yes – List worksite Address: (Physical Location, Building and Room #) where duties will be performed:
_____________________________________________________________________________________

9. Will this position supervise the work of other employees?   _____Yes   _____No
   If Yes - Number of employees the worker will supervise: __________________________
   Please indicate the level of employees to be supervised:   ____Subordinate   ____Peer

10. Title of the person who will supervise the applicant: ____________________________

11. Will travel be required in order to perform the job duties?   _____Yes   _____No
   If Yes – Explain:______________________________________________________________
12. Are there any other working conditions that affect the rate of pay?  ____Yes  ____No  
   If Yes – Explain:______________________________________________________________

13. Education: Minimum U.S. Diploma/Degree Required: ___________________________  
   Major and/or Field of Study Required:___________________________________________

14. Do you require a Second U.S. Diploma/Degree?  ____Yes  ____No  
   If Yes - List Requirement____________________________________________________

15. Do you require Training for the job opportunity?  ____Yes  ____No  
   If Yes - Number of Months _______   Type of Training: ____________________________

16. Do you require Employment Experience for the job opportunity?  ____Yes  ____No  
   If Yes - List minimum Number of Months _______  
   Occupation Required:_________________________________________________________

17. Special Requirements: List specific skills/licenses/certificates/certifications and 
   requirements of the job opportunity: Do not answer “None”.  
   ___________________________________________________________________________

Signature Authorities

Department Head or Hiring Authority

Printed Name & Title: _____________________________________________________________

Signature: ___________________________ Date: ________________________________

Dean or Hiring Authority

Printed Name & Title: _____________________________________________________________

Signature: ___________________________ Date: ________________________________
**ACTUAL WAGE DETERMINATION STATEMENT**

Hiring Department:  __________________________________________________________

Applicant’s Name:  __________________________________________________________

Job Title of Offered Position:  ______________________________________________

Applicant’s Years of Experience: ________ Degree: __________________________

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<th>Name</th>
<th>Years Experience</th>
<th>Degree</th>
<th>Salary</th>
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Employees within the Department with same Position Title

Line through the names listed above of those employees who should not be considered as peers of the H-1B applicant. List them by name and item number below. State specific reasons for their exclusion which relates to factors on the instruction sheet. Use additional pages as needed.

______________________________________________________________________________________

______________________________________________________________________________________

Actual Wage = $ __________________________

**Signature Authorities**

I DECLARE UNDER PENALTY OF PERJURY THAT THE INFORMATION PROVIDED ON THIS FORM IS TRUE AND CORRECT.

DEPARTMENT HEAD or Hiring Authority:

Printed Name & Title:  __________________________________________________________

Signature:  ___________________________  Date:  ___________________________

DEAN or Hiring Authority:

Printed Name & Title:  __________________________________________________________

Signature:  ___________________________  Date:  ___________________________
EMPLOYER LABOR CONDITION STATEMENT

Hiring Department: ____________________________________________________________

H-1B Applicant Name: __________________________________________________________

Job Title of Offered Position: __________________________________________________

The U.S. Department of Labor has specific requirements that an organization must meet under the terms of a petition for H-1B status for a nonimmigrant employee. The signature of the designated representative of the Office of Human Resources on the Labor Condition Application denotes a declaration under the penalty of perjury that the information Prairie View A&M University provides is true and correct and that the university will comply with the regulations governing the employment of a foreign national.

The responsibility of compliance with specific terms of a labor condition application resides with the employing department. It is for this reason that the department’s hiring official is required to understand his or her obligations as listed below and sign on the line provided as a declaration of compliance with the regulations with regard to the foreign national employee named above.

DECLARATION OF EMPLOYER

The department will comply with the following regulations during the petition process and during the employment of the above-named foreign national under the terms of the petition for H-1B status:

- The department will pay the foreign national at least the salary paid to other Prairie View A&M University employees with similar experience and qualifications in the same occupation or the prevailing wage for the occupation as determined by the U.S. Department of Labor, whichever is higher.

- The employment of an H-1B nonimmigrant will not adversely affect the working conditions of employees similarly employed in the area of intended employment.

- The department has allocated funds for the payment of the foreign national’s salary for the duration of his/her employment under the terms of the petition.

- The department will request that the Office of Human Resources file an amended petition should the terms of employment change during the appointment period of the H-1B.

- The department agrees to pay the reasonable cost of the foreign national’s return trip to his/her country should he/she be terminated before the expiration of the employment period approved by Homeland Security’s Department of Citizenship and Immigration Services.

Any misrepresentation of facts or the employer’s failure to comply with the H-1B regulations may result in the suspension of Prairie View A&M University’s filing of labor condition applications and visa petitions for one year along with penalties and fines.

Signature Authorities

Department Head or Hiring Authority: Printed Name & Title: ________________________________

Signature: ____________________________ Date: ____________________________

Dean or Hiring Authority: Printed Name & Title: ________________________________

Signature: ____________________________ Date: ____________________________
H-1B APPLICANT INFORMATION FORM

THIS FORM MUST BE COMPLETED AND SIGNED BY THE H-1B APPLICANT

THE H-1B APPLICANT MUST ATTACH THE FOLLOWING DOCUMENTS:

- Copy of highest degree earned. If document is not in English, a certified English translation must be obtained with evidence that the degree is the equivalent to the U.S. degree required.
- Curriculum Vitae or Resume.
- Copies of all previous immigration documents issued since entry into the U.S. - to include passport, visa, I-94 card, Form I-20 and employment authorization documents.

Please sign this document in blue ink – so that it is evident that the document is original.

HIRING DEPARTMENT

Name of Hiring Department: _______________________________________________________
Title of Offered Position: __________________________________________________________

APPLICANT INFORMATION

Applicant Name: _________________________________________________________________
Date of Birth: __________________________________________ Sex: _____Female _____Male
City of Birth: _______________________________Province of Birth: _________________________
Country of Birth: __________________________________________________________________
Country of Citizenship: _____________________________________________________________
Home Country Address: _____________________________________________________________

RESIDING IN THE UNITED STATES

Are you currently residing in the United States: _____Yes _____No
If Yes, U.S. Address: _______________________________________________________________
Telephone Number: _______________________________________________________________
Email Address: _________________________________________________________________
Social Security Number: ___________________________________________________________

If the extension of stay or change of status cannot be granted – list the U.S. consulate you want notified if the H-1B petition is approved:

City: _________________________Province: __________________________Country: ____________________

CURRENT IMMIGRATION STATUS - If currently residing in the United States

Current Immigration Status: Visa Type: ______ Exp. Date: _____________________________
Date Last Arrived in the U.S.: ______________ Location: ______________ Visa Type: __________
Passport No: ___________________________ Country of Issuance: ____________________________
Passport Issuance Date: ________________ Passport Expiration Date: ______________________
I-94 Card Number: ______________________ Expiration Date: _____________________________
H-1B Applicant Name: _______________________________________________________

IMMIGRATION HISTORY IN THE UNITED STATES
List all prior periods of time and visa category in an immigration status in the United States:
Visa Type: __________________________ Dates of Authorized Stay: __________________________
Visa Type: __________________________ Dates of Authorized Stay: __________________________
Have you ever been granted J-1 Status? _____Yes _____No
If Yes, List all periods of stay: _________________________________________________________________

Have you ever filed an application for permanent residence or has anyone else ever filed an
application for permanent residency on your behalf? _____Yes _____No If Yes, Explain:
________________________________________________________________________________________

Have you ever been granted H-1B status? _____Yes _____No
If Yes, List all periods of time in H-1B status: ______________________________________________

RESIDING OUTSIDE OF THE UNITED STATES
Are you currently residing outside of the United States? _____Yes _____No
If Yes, List the U.S. consulate office to be notified if the H-1B petition is approved:
City: __________________________ Province: __________________________ Country: __________________________
Do you have a valid passport? _____Yes _____No
Home Country Address: ______________________________________________________________
Telephone Number: __________________________ Email Address: __________________________
Have you ever been granted J-1 Status? _____Yes _____No
If Yes, List all periods of stay: _______________________________________________________________
H-1B APPLICANT INFORMATION FORM

H-1B Applicant Name: __________________________________________________________

DEPENDENT(S)
Will dependent family members require dependent H-4 status?  _____No _____Yes
If Yes, List dependent(s) and submit a completed & signed Form I-539, copies of
dependent(s) immigration documents and a filing fee in the amount of $290.00. Attach copies
of the principal’s current immigration documents (passport, visa, I-797, I-94 card).

Name: _______________________________ Relationship: __________________________
Name: _______________________________ Relationship: __________________________

Form I-539 and filing fee is not required if the dependent is not residing in the U.S. Dependents
may apply for visas at the embassy with a copy of the approved H-1B petition.

H-1B APPLICANT ATESTATION

I CERTIFY THAT ALL INFORMATION PROVIDED ON THIS FORM IS TRUE AND CORRECT. I FURTHER CERTIFY THAT
ALL DOCUMENTS I AM SUBMITTING FOR THE PROCESSING OF MY H-1B APPLICATION ARE EXACT COPIES OF
UNALTERED ORIGINAL DOCUMENTS.

Please sign with blue ink.

Printed Name: ____________________________________________________________
Signature________________________________________ Date: ___________
INSTRUCTIONS FOR COMPLETING

THE DEEMED EXPORT CONTROL ATTESTATION FOR SPONSORSHIP OF H-1B, H-1B1 and O-1A EMPLOYEES

As the direct employer and supervisor of the foreign national employee (or proposed employee), you know the details of the position’s job duties and responsibilities and whether the technology or technical data being released to the foreign national may be restricted to foreign nationals. You are also aware of the details of the instruments, equipment, methods and other technology employed to conduct the research. Accordingly, you are best suited to complete the attached attestation and provide it to the Office of Human Resources before the institution can petition for the foreign national employee.

Prior to completing and certifying the attestation, please be aware of the following:

• You are advised to take the Export Control TAMUS online training module 211212 “Export Control & Embargo Training” available on TrainTraq through the Single Sign On (SSO) login at https://sso.tamus.edu/Logon.aspx.

The hiring Department is required to:

• Review the EAR and the ITAR regulations.
• Certify that you have reviewed the two sets of regulations
• Make a determination that an export license is not required for the individual you intend to employ to have access to Prairie View A&M University technology or technical data, or that such a license is required.
• Should a license be required – make a statement that you will prevent the foreign national from having access to the controlled technology or technical data until an export license has been obtained.
• You must document and keep a file of sources used to make your determination.
• Your attestation is what the University will use to file the nonimmigrant petition with the Department of Homeland Security.
• You must attach a statement to the attestation justifying your determination.

You are certifying that technology or technical data you will release or otherwise provide access to the foreign national as a result of the offered employment may or may not require a license. This certification will be made available to the federal authorities in case of a request or audit.

All documentation used for your certification must be submitted to the Office of Human Resources with the attached attestation.
DEEMED EXPORT CONTROL ATTESTATION

My name is _______________________________ I am the __________________________ (Department Head, Principal Investigator) at the department of __________________________ at Prairie View A&M University.

I have knowledge of the proposed employment of _____________________________ as an __________________________________ (title) for which a nonimmigrant petition is being sought. I have reviewed the duties and responsibilities for said employment and I have knowledge of the type of technology and/or technical data that will be released to the employee. In this regard, I hereby certify the following:

With respect to the technology or technical data that I will release or otherwise provide access to _____________________________ (name of the foreign person proposed employee or employee) as a result of the employment, I certify that:

☐ I have reviewed the Export Administration Regulations (EAR) and the International Traffic in Arms Regulations (ITAR) with regard to such technology or technical data; or

☐ I have reviewed the Export Administration Regulations (EAR) and the International Traffic in Arms Regulations (ITAR) and thereafter have contacted the Research Compliance Office at Prairie View A&M University to further clarify potential restrictions regarding such technology or technical data

And I have determined that:

☐ 1. A license is not required from either the U.S. Department of Commerce or the U.S. Department of State to release such technology or technical data to the above named foreign person; or

☐ 2. A license is required from the U.S. Department of Commerce and/or the U.S. Department of State to release such technology or technical data to the foreign person and I will prevent access to the controlled technology or technical data by the named foreign person until and unless Prairie View A&M University has received the required license or other authorization to release it to the named foreign person.

I hereby certify under penalty of perjury that the foregoing is true and correct to the best of my knowledge.

Principal Investigator:

_________________________ __________________________
Printed Name Signature & Date

Department Head:

_________________________ __________________________
Printed Name Signature & Date

Dean:

_________________________ __________________________
Printed Name Signature & Date