



TO BE COMPLETED BY THE FOREIGN NATIONAL'S HIRING DEPARTMENT

Name of Foreign National: _____ Date of Birth: _____

Hiring Department: _____

(For UPHS entities only) Enter the IRS Employer Identification Number (EIN) of payroll on which this employee will be placed:

_____ (and enter the official name of the entity: _____)

Position title being offered to the foreign national: _____

We are requesting service from:

Authorized law firms *(in alphabetical order)*:

- Blank Rome LLP (<http://www.blankrome.com/>)
- Goldblum & Hess LLP (<http://www.goldhess.com/>)
- Klasko, Rulon, Stock & Seltzer, LLP (<http://www.klaskolaw.com/>)

For the Summary of Fees, visit <http://www.upenn.edu/oip/iss/penn/counsel.html>

By signing this form, we attest that we have read and understood the O-1 related information on the ISSS website.

Position reports to:

Name: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Signature: _____ Date: _____

Department Chair:

Name: _____

Signature: _____ Date: _____

Administrative Contact *(this person will be the main contact for the O-1 process):*

Name: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Employer Liability for Return Airfare under the O-1 Category

Per 8 C.F.R. § 214.2 (o)(16), if the employer terminates the O-1 employment early for any reason, the employer will be responsible for reasonable costs of returning the foreign national to his or her last place of residence prior to entry to the United States. No such responsibility is in place if the O-1 employee voluntarily leaves the employment.

Legal and Filing Fees

In the absence of federal regulations requiring the employer to pay for the legal and filing fees, the fees may be passed onto the foreign national employee if there is mutual agreement prior to commencing the O-1 employment.

Please submit the Initial Review form to ISSS. Within 10 business days of the date the form is received, ISSS will contact you with further guidance. Thank you.