

**Valerie Coleman-Ferguson, Associate General Counsel**  
**Toeur Khuth, Immigration Specialist**

H-1B Visa Process

- Toeur Khuth has worked in the Office of General Counsel as an Immigration Specialist since October 2012 and can be reached at (832) 842-7085 or [tdkhuth@uh.edu](mailto:tdkhuth@uh.edu)
- New H-1B petitions should be submitted **six (6) months** before the foreign national is scheduled to start working in order to avoid paying premium processing filing fee for expediting
- Regular processing time for the US Citizenship and Immigration Services (USCIS) to adjudicate (i.e., approve, deny, or request evidence) filed petitions is three to six months
- H-1B extensions should be submitted at least **four (4) weeks** in advance
- Foreign nationals have a hard time renewing their drivers license if their H-1B Visa has expired and their drivers license frequently expires on the same date as their H-1B Visa, so it is important to keep the H-1B status active
- H-1B fees include:
  - New petitions: \$825 (\$325 H-1B filing fee + \$500 antifraud fee)
  - Extensions: \$325 H-1B filing fee
  - Premium processing (adjudication within 15 calendar days): \$1,225
- Notify Toeur ASAP if you plan to amend a H-1B Visa or terminate a H-1B Visa employee:
  - If the foreign national is terminated from UH while the H-1B Visa period of employment is still active, the UH department must pay reasonable transportation cost for the foreign national to return to his/her home country
  - Department must pay salary to foreign national as long as H-1B status is active and the H-1B approval notice has not been withdrawn
- An H-1B Visa belongs to the employer (UH), not the foreign national employee. If UH receives approval to withdraw an H-1B Visa, the employee is no longer considered to have H-1B Visa status or an employment authorization.

US Immigration and Citizenship Services Site Visit

- If Toeur notifies the department that USCIS is requesting documents for an Administrative site visit, the department should provide the required documents immediately, and the foreign national employee would need to have a teleconference call with the USCIS Officer at the Office of General Counsel office because the deadline can occur within one day of notification
- Failure to provide required documents for a USCIS site visit could result in suspension of the foreign national's ability to work and may prevent UH from hiring future H-1B Visa employees
- Link to H1B Request Procedures: <http://www.uh.edu/immigration/non-immigrant/h-1b/h-1b%20requests/index.php>

College/Division Administrator Meeting Minutes  
July 11, 2013

**Mike Glisson, Controller**

Introduction of Jack Tenner, Purchasing Director

- Jack Tenner began working at UH as the Purchasing Director and HUB Coordinator on June 1, 2013.
- Jack was the Purchasing Director and HUB Coordinator at Lamar University and Lamar Institute of Technology for the past 13 years. He worked in procurement at Chevron for 20 years prior to working at Lamar.
- Jack's phone number is 713-743-5671 and his email address is [jdtenner@uh.edu](mailto:jdtenner@uh.edu).

Office Supply Contract

- Following a competitive procurement process, Tejas Office Products was selected as the next office supply provider for the University of Houston.
- The Tejas contract will be for three years starting September 1, 2013 with two one-year extensions.
- Mike Glisson will arrange for departmental training and setup on the Tejas ordering system after the Tejas contract is signed.
- Departments should continue to purchase office supplies from Today's Business Solutions through August 31, 2013 when that contract expires.