



Change in Employment

Material Change Determination for Changes within Same Department

International Students & Scholars Office ♦ 888 Commonwealth Avenue, Second Floor ♦ Boston, Massachusetts ♦ 02215
 Telephone: 617/353-3565 ♦ isso@bu.edu ♦ www.bu.edu/isso ♦

Host departments must complete this form to provide the ISSO with about proposed changes in employment for international employees in H-1B, E-3, TN or O-1 immigration status*. This information will be used to determine if an amended immigration petition is required before the proposed employment changes can go into effect. Since H-1B, TN, E-3 and O-1 employment authorizations are employer, location, title, salary, hours and duty-specific, any change in employment deemed to be material requires submission of a petition to the U.S. Citizenship and Immigration Services (USCIS) to amend the employee's authorization for employment. Complete and submit to the ISSO at least **60 days prior** to the proposed change in employment. If the ISSO determines that the proposed change is 'material', a petition to amend the authorization must be submitted to USCIS **before** the employee can commence the proposed new duties, salary, supervision, etc.

Name of Employee: _____

Employee's Current Department of Employment: _____

Employee's BU ID #: _____

Effective Date of Proposed Changes: _____

1. Will this employee's **salary** change? No Yes, the new salary is: \$ _____
2. Will the employee's **title** change*? No Yes, the new title is: _____
*for staff positions, attach HR job description
3. Will the employee's **job duties** change? No Yes, see below
4. Will the employee's **supervisory responsibilities** change? No Yes, see below
5. Will the employee's **principal work location** change or will a **new location** be added? No Yes, see below
6. Has employee received HR approval for a **Remote Work Arrangement**? No Yes, approval attached
7. Will the employee's **work hours** change (*i.e. full-time to part-time, hours per week*)? No Yes, see below

Explain the reason for each change [Describe any new duties in detail. Explain how many people the employee supervises now and how many she/he will supervise when the change takes place. List any new location(s) of employment. Describe any change in work hours or weekly work schedule]. Please attach a separate page if needed.

*This form is only intended for use when the change in employment will occur within the same department. If the employee will commence employment with a new (or concurrent) department, a complete immigration processing packet is required from the new (or secondary) department in lieu of this form.

7. Will the employee's **Host/Supervisor** or **Department Contact** change? Yes No

New Host/Supervisor: <input type="checkbox"/> Not Applicable	Name:	
	Title:	
	Email:	

New Department Contact: <input type="checkbox"/> Not Applicable	Name:	
	Title:	
	Email:	

By my signature below, I certify that, to the best of my knowledge, the above-indicated description accurately reflects the nature of this international scholar's employment at Boston University.

On behalf of the hiring department at Boston University, I attest to the following:

1. Employment of this individual will not adversely affect the working conditions of workers similarly employed. Further, this employee will be afforded working conditions on the same basis, and in accordance with the same criteria, as offered to similarly employed U.S. workers.
2. The department will pay at least the higher of either the actual wage to be paid by the department to all other individuals with similar experience and qualifications for the specific employment in question or, the prevailing wage as determined by the Department of Labor for those in similar occupations in the Boston area.
3. If the employee is terminated by Boston University prior to the expiration date of the approved petition, the department will pay the reasonable travel expenses necessary for the employee to return to her/his home country.
4. There is no strike or work stoppage in the department at the time of signing this form.
5. The scholar will not be placed on unpaid leave or any type of non-pay status at any time without ISSO approval.

I understand that we may not enact the proposed changes until the ISSO determines whether a new petition is required.

If an amended petition is required to reflect the proposed changes, the petition must be submitted to USCIS before the date on which such change becomes effective. Qualifying job changes include: promotion or other change in job title or rank, substantial changes in job duties/responsibilities, any decrease in salary/benefits, a substantial increase in salary/benefits, change in location or hours of work.

Signature of Supervisor / Director / Chair completing this form

Date

Name of Supervisor / Director / Chair completing this form

Title

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FOR ISSO USE ONLY
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After review of the above information, it is determined that:

- The change **does not** constitute a material change as defined by immigration regulations*. The information will be placed in the Public Access File, but an amended H-1B petition is not required.
- The change **does** constitute a material change as defined by immigration regulations*. **An amended petition is required.** The petition must be submitted to USCIS before the changes may take effect (e.g., commence new duties, receive new salary, begin working under a new title).

Signature: _____

Date: _____

Name: _____

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