



H1B Visa – Departmental Data Collection Form

Office of Faculty Affairs One Washington Square San José, CA 95192-0021 USA	Tel: 408-924-2450 Fax: 408-924-2425 www.fa.sjsu.edu Attn: Evelia Sánchez Ramos
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Instructions

To be completed by the hiring department for a **tenure-track faculty** appointee who is not a U.S. citizen or a U.S. Permanent resident.

In order to begin the H-1B application process **ALL** of the following items must be sent to the Office of Faculty Affairs. Regular processing of an H-1B visa may take three to five months after initial petition has been received by United States Citizenship and Immigration Services (USCIS), unless a Premium Processing fee of \$1000 is paid, which will expedite the process to approximately four weeks. The prospective employee **MAY NOT** begin employment or volunteer in the position until the visa approval or transfer has been received. If the semester starts and we still have not heard from USCIS, a substitute professor will be assigned to teach until we receive approval.

NOTE: The department must pay an initial \$500 fee payable to *Department of Homeland Security* for Fraud Prevention and Detection. This payment must be from a non-general fund source. We cannot process the H1B petition until we receive a check for the correct amount. Send the check to the Office of Faculty Affairs, Attn: Evelia Sánchez Ramos.

- Department/School Checklist
- ❖ Department Data Collection form
 - ❖ Job Offer Letter
 - ❖ Applicant’s SC-1 form
 - ❖ Transcripts of Terminal Degree
 - ❖ Curriculum Vitae
 - ❖ Letters of Recommendation
 - ❖ Recruitment Report
 - ❖ National Advertised Announcement
 - ❖ \$500 for Fraud Prevention and Detection from a non-general fund account.

Department/School Contact _____ Department/School _____

Phone: _____ E-Mail: _____

Appointee’s Family/Last Name, Given/First Name Middle Name

_____ \$ _____
 Job Title Yearly Salary Start Date

Was the announcement published in a national journal? Yes No Where? _____
 Did the nationally published announcement include the job title? Yes No
 Did the nationally published announcement include the minimum educational requirements? Yes No
 Minimum Degree Required? _____
 Field of Study Required? _____
 Does the proposed employee meet the minimum requirements? Yes No

Briefly describe the proposed duties of the prospective appointee:

