

# H-1B Visa – Departmental Data Collection Form



Office of Faculty Affairs  
One Washington Square  
San José, CA 95192-0021  
USA

Tel: 408-924-6670  
Fax: 408-924-2425  
<http://www.sjsu.edu/facultyaffairs/>  
Attn: Christie Martinez

## 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 \$1225 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: Christie Martinez.

### 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:

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