

INSTRUCTIONS:

In order to begin the H-1B application process **ALL** of the following items must be sent to University Personnel - Faculty Affairs. Regular processing of an H-1B visa may take two to five months after the United States Citizenship and Immigration Services (USCIS) receives the initial petition. Premium processing is also available for a fee of \$1225. Premium processing takes approximately two to four weeks. We cannot guarantee H-1B approval either through regular processing or premium processing. A prospective employee **MAY NOT** begin employment without appropriate work authorization.

Please note that while UP - Faculty Affairs will facilitate the H1-B process, we do not provide legal advice.

Remember that it is ultimately the employee's responsibility to maintain legal work status

Applicant Checklist

- Data Collection form (Beneficiary)
- Photocopy of current passport (all pages plus outside cover)
- Photocopy of I-94 Card (front and back)
- Photocopy of ESTA, if applicable
- I-797 Approval Notices, if applicable
- I-20 forms, (F-1 Visa) if applicable
- EAD Card, if applicable
- DS 2019 (J-1 Visa) forms, if applicable

Department/School Checklist

- Collection form (Departmental)
- Job Offer Letter
- Applicant's SC-1 form
- Transcripts of Terminal Degree
- Curriculum Vitae
- Letters of Recommendation
- Recruitment Report
- Nationally Published Announcement
- \$500 for Fraud Prevention and Detection
- \$460 for I-129 application or renewal application fee

Processing Fees, each check must be written separately to ***Department of Homeland Security***

- \$460 for I-129 petition, H-1B visa (approx. 2-5 months), paid by Department/ School or College
- \$500 for Fraud Prevention and Detection, paid by your Department/ School or College
- \$1225 for Premium Processing, if desired (approx. 4 weeks), paid by faculty

► Basis for H-1B Classification

- ☐ New employment
- ☐ Continuation of previously approved employment without change with the same employer
- ☐ Change of employer (Current H-1B status with another employer)

► Personal Data

1. Legal Name:

Family /Last Name _____ Given/ First Name _____ Middle Name _____

2. Other Names Used:

Family Name _____ Given Name _____ Middle Name _____

3. Date of Birth _____ Social Security # (if any) _____ Alien # (if any) _____

4. Country of Birth _____ City of Birth _____

5. Country of Citizenship _____

6. Date of Last U.S. Arrival _____ 1-94 # (Arrival/Departure Document) _____

7. Passport # _____ Date Passport Issued _____ Date Passport Expires _____

8. Current Nonimmigrant Status _____ Date Status Expires _____

► Current AddressFailure to report a change of address within 10 days to USCIS is punishable by fine or imprisonment and/or removal. <http://www.uscis.gov/files/form/ar-11.pdf>

Street Address _____ City _____ State _____ ZIP Code _____

9. Home Phone # _____ Work Phone # _____ Cell Phone # _____

10. Email Address _____

If Outside the United States, Complete the Following:

11. U.S. consulate or inspection facility you want notified if this petition is approved,

Type of Office (Select only one box): ☐ Consulate ☐ Pre-flight inspection ☐ Port of Entry

12. Office Address

Street Address _____ City _____ U.S. State or Country _____

13. Applicant's Foreign Address

Failure to report a change of address within 10 days to USCIS is punishable by fine or imprisonment and/or removal. <http://www.uscis.gov/files/form/ar-11.pdf>

Street Address _____ City _____ States _____

Province _____ Postal Code _____ Country _____

► Visa History

14. Are applications for dependents being filed ☐ Yes ☐ No15. Are you on removal proceedings? ☐ Yes ☐ No16. Have you ever been denied H-1B status in the past? ☐ Yes ☐ No

If yes, dates: _____

*(If you answered yes, please attach a separate sheet and explain.)*17. Are you currently on optional practical training (OPT)? ☐ Yes ☐ No

If yes, what is your SEVIS # (from 1-20)? _____

When does your OPT period expire? _____

What is your EAD card #? _____

18. Did you have CPT prior to graduation? ☐ Yes ☐ No

If yes, dates on CPT - From: _____ To: _____

19. Have you ever held J-1 status in the past? ☐ Yes ☐ No*(If yes, please send copies of all Forms DS-2019 and J-1 visa in passport.)*

20. Begin with your most recent visa class and list all previous classes held:

Visa Classification	Begin and end dates of status	Purpose of stay and location (school or institution)

► Employment Offered/ Highest Level of Education

21. Job Title _____ Yearly Salary _____ Start Date _____

22. Highest Degree Earned_____

23. Field of Study_____ Date Degree Conferred_____

24. University _____

Street Address _____ City _____ States _____

Province_____ Postal Code_____ Country _____

Signature of H-1B Applicant ▼

Date ▼

Please return this completed form and all supporting documents to:

Christie Martinez

San José State University | Office of Faculty Affairs | ADM 218

One Washington Square, San José, CA 95192-0021

USA

Phone: (408) 924-6670

Main: (408) 924-2450

Fax: (408) 924-2425