

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 application fee of \$460 and the \$ 500 fee for Fraud Prevention and Detection. Two checks payable to **Department of Homeland Security**. **We cannot process the H1B petition until we receive the checks for the correct amount.** Send the checks 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
 - \$460 for I-129 Application fee
 - \$500 for Fraud Prevention and Detection from a non-general fund account

Department/School Contact: _____
 Phone: _____

Department/School: _____
 E-mail: _____

Appointee’s Family/Last Name	Given/First Name	Middle Name
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Job Title	Yearly Salary	Start Date
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Was the announcement published in a national journal? Yes No Where?

Did the nationally published announcement include the job title? 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: _____