

UNIVERSITY PERSONNEL | UPD 3rd Floor
 ATTN: Christie Martinez | christie.martinez@sjsu.edu
 Tel: 408-924-6670 | Fax: 408-924-2248

INSTRUCTIONS:

In order to begin the H-1B application process **ALL** of the following items must be sent to the Office of Faculty Services. Regular processing of an H-1B visa may take two to five months after initial petition has been received by United States Citizenship and Immigration Services (USCIS), unless a Premium Processing fee of \$2500 is paid, which will expedite the process to approximately two to four weeks. No person can be guaranteed H-1B approval. 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 your courses until we receive approval.

Please note that the University Personnel - Office of Faculty Services will not provide legal advice. We can only help you facilitate the process.

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

<p><u>Applicant Checklist</u></p> <ul style="list-style-type: none"> • 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 	<p><u>Department/School Checklist</u></p> <ul style="list-style-type: none"> • 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
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<p><u>Processing Fees</u>, each check must be written separately to <i>Department of Homeland Security</i></p> <ul style="list-style-type: none"> • \$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 • \$2500 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/Last Name

Given/First 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 #

Passport Issued

Passport Expires

8.

Current Nonimmigrant Status

Date Status Expires

CURRENT 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

State

ZIP/Postal 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

State/Province/Region

ZIP/Postal Code

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

State/Province/Region

ZIP/Postal Code

Country

VISA HISTORY

14. Are applications for dependents being filed? Yes No

15. Are you on removal proceedings? Yes No

16. 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.
In Adobe Acrobat: Choose Tools > Edit PDF > More > Attach File.

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.
In Adobe Acrobat: Choose Tools > Edit PDF > More > Attach File.

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

Visa Classification	Status Begin Date	Status End Date	Purpose of Stay and Location (school or institution)

EMPLOYMENT OFFERED/HIGHEST LEVEL OF EDUCATION		
21.	_____	_____
	Job Title	Yearly Salary
22.	_____	
	Highest Degree Earned	
23.	_____	_____
	Field of Study	Date Degree Conferred
24.	_____	
	University	

	Street Address	
	_____	_____
	City	State/Province/Region
	_____	_____
	ZIP/Postal Code	Country

Signature of H-1B Applicant	Date
_____	_____

Please return this completed form and all supporting documents to:

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