

UNIVERSITY PERSONNEL | Admin 242
 ATTN: Christie Martinez | christie.martinez@sjsu.edu
 Tel: 408-924-6670 | Fax: 408-924-2248

INSTRUCTIONS:

Hiring college/department should complete information below for prospective faculty member.

The college/department must pay an initial application fee of \$460 and a \$500 fee for Fraud Prevention and Detection. These are two separate checks payable to **U.S. Department of Homeland Security**. You should submit this form when requesting checks from Payment Services. We cannot process the H-1B petition until we receive two separate checks for the correct amounts. Please ensure that checks are submitted to University Personnel, Attn: Christie Martinez.

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 \$2805 is paid, which will expedite the process to approximately four weeks. The prospective employee **MAY NOT** begin employment or volunteer in the position until a visa approval or transfer has been received. If the semester starts and we still have not heard from USCIS, a substitute professor should be assigned to teach until we receive approval.

Please ensure that the following documents are part of the recruitment packet in CHRS:

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| <ul style="list-style-type: none"> • Job Offer Letter • Applicant’s SC-1 form • Transcripts of Terminal Degree • Curriculum Vitae | <ul style="list-style-type: none"> • Letters of Recommendation • Recruitment Report • National Advertised Announcement |
|---|---|

_____		_____	
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?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, where? _____			
Did the nationally published announcement include the job title?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Minimum Degree Required? _____			
Field of Study Required? _____			
Does the proposed employee meet the minimum requirements?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Briefly describe the proposed duties of the prospective appointee: _____ _____			