

UNIVERSITY PERSONNEL | UPD 3rd Floor
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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 University Personnel Office. 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 \$2500 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 H-1B petition until we receive a check for the correct amount.** Send the check to the University Personnel Office, 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	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:			
