HUMBOLDT STATE UNIVERSITY

H-1B Visa – Departmental Data Collection Form

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 International Center Attn: Ge-Yao Liu. 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 may be assigned to teach until we receive approval.

NOTE: The department must pay an initial $500 fee payable to Department of Homeland Security for Fraud Prevention and Detection. The department must also pay an initial $460 fee payable to Department of Homeland Security for the I-129 petition. We cannot process the H-1B petition until we receive two (2) checks for the correct amounts. Send the checks to the Office of Academic Affairs, Attn: Lura Holtkamp.

Department/School Checklist
- Department Data Collection form
- Job Offer Letter
- Applicant’s Data Collection form
- Transcripts of Terminal Degree
- Curriculum Vitae
- Letters of Recommendation
- Recruitment Report
- National Advertised Announcement
- $500 for Fraud Prevention and Detection
- $460 for I-129 petition

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? Yes □ No □ Where?

Did the nationally published announcement include the job title? Yes □ No

Did the nationally published announcement include the minimum educational requirements? 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:

________________________________________

Revised 04/2017