

UNIVERSITY PERSONNEL | Admin 242
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 University Personnel, Academic Employee Relations. 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 \$2805 is paid, which will expedite the process to approximately two to four weeks. We cannot guarantee 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 University Personnel cannot provide legal advice. We can only help facilitate this process.

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

Applicant Checklist

- 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
- Copies of last three pay stubs
- Last year's W-2 form
- Current CV or resume

Processing Fees, each check must be written separately to ***U.S. Department of Homeland Security***

- \$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
- \$2,805 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
15. Are you on removal proceedings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
16. Have you ever been denied H-1B status in the past?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<p>If yes, dates: _____</p> <p>If you answered yes, please attach a separate sheet and explain. <i>In Adobe Acrobat: Choose Tools > Edit PDF > More > Attach File.</i></p>			
17. Are you currently on optional practical training (OPT)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<p>If yes, what is your SEVIS # (from 1-20)? _____</p> <p>When does your OPT period expire? _____</p> <p>What is your EAD card #? _____</p>			
18. Did you have CPT prior to graduation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<p>If yes, dates on CPT From: _____ To: _____</p>			
19. Have you ever held J-1 status in the past?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<p>If yes, please send copies of all Forms DS-2019 and J-1 visa in passport. <i>In Adobe Acrobat: Choose Tools > Edit PDF > More > Attach File.</i></p>			
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)
21. Employment History:			
Employer	Start Date	End Date	Position(s)

EMPLOYMENT OFFERED/HIGHEST LEVEL OF EDUCATION

22.

Job Title

Yearly Salary

Start Date

23.

Highest Degree Earned

24.

Field of Study

Date Degree Conferred

25.

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:

Christie Martinez

San José State University | University Personnel | Admin 242

One Washington Square, San José, CA 95192-0046

Email: christie.martinez@sjsu.edu

Phone: (408) 924-6670

Fax: (408) 924-2248