ACADEMIC HUMAN RESOURCES
VISA & INTERNATIONAL SERVICES ADMINISTRATION
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H-1B VISA APPLICATION INSTRUCTIONS

Complete and return the application packet to the Visa & International Services Administration (VISA) 3-4 months before the anticipated start date. The processing time will vary depending on the overall complexity of the case. To allow sufficient government processing time, hiring departments may submit H-1B requests 6 months in advance but no later than 3 months prior to the anticipated start date. Usually within 4-6 weeks of receiving a complete application, including checks and all supporting documents, VISA is able to submit an H-1B petition to USCIS. The department will be notified when the petition has been approved by USCIS.

USCIS Processing Times

A department may request USCIS to process an H-1B petition under regular or premium processing.

- With regular processing, it usually takes USCIS 2 to 3 months to adjudicate the petition.
- With premium processing, it usually takes USCIS 15 calendar days to adjudicate the petition.

Please note that this does not include the time needed by VISA office to prepare the petition. Contact VISA Immigration Partner, Renata Giron at (310) 423-2427 or Hao Nguyen at (310) 423-1907 for additional information or questions.

PART I: DEPARTMENT H-1B SUPPORT MEMO

The hiring department is responsible for initiating the application process on behalf of the beneficiary (prospective or current employee). The Department Contact Person (department administrator) who is responsible in filing the application should serve as the primary and main contact for VISA for a particular H-1B application.

CHECK REQUESTS:

Departments must request the filing fee checks through Accounts Payable and forward to VISA along with the H-1B application. All checks are made payable to **U.S. Department of Homeland Security.** See **Checklist** for details.

REQUEST TYPE:

- **New:** For prospective candidates to begin a new employment at CSMC.
  - **Initial**: Request for candidates who are currently abroad
  - **Transfer IN:** For candidates currently in the U.S. in H-1B status at another institution wishing to transfer to CSMC.
  - **Change of Status:** For candidates currently in the U.S. in another status (i.e. F-1) wishing to change to H-1B status without traveling abroad.
- **Amendment:** Select for updating current CSMC H-1B employee's funding, change in department, change in appointment, etc. Complete only the relevant sections and obtain the signatures. Include a copy of the PAF, if applicable.
- **Extension:** Select for current CSMC employee requesting to extend their H-1B status.

1. Candidate's Name: Provide the candidate's biographical information as it appears on their passport.

2. Position Title: Provide offered CSMC position title

3. Position JD Code: Provide the corresponding job description code to the offered position title.

4. Requisition Number: Provide the Req. number assigned to the newly offered position title. **Initial&Transfer requests only**

5. Annual Salary: List the offered annual salary amount (base wages)

6. Proposed Start Date: Enter the proposed start date of employment or start date of extension. Notify VISA immediately if there's a change in the proposed start date. For H-1B Transfer (port) cases, the employee may begin working on the scheduled date as long as USCIS receives the H-1B petition from our office. VISA will confirm with the department.

7. Sponsorship End Date: The H-1B status has a maximum duration of 6 years, however, USCIS will grant in increments of 3 years only. The hiring department must pay the reasonable cost of return transportation to the employee's home country if s/he is dismissed before the end date of the authorized period of H-1B employment.

8. Percentage of Time: Most positions should be at 100% full time. Part-time employment will be considered only in special situations. Contact VISA for additional information and requirements.

9. Academic Degree Required: Enter the minimum degree requirement for the position.

10. Field/Major Required: Enter the required field of education or major for the postion.

11. Supervision: Indicate the number of employees the candidate will supervise.

12. Training: Indicate if pre-requisite training is required for this position. If so, list the number of months and the field.

13. Employment Experience: Indicate if pre-requisite employment experience is required. If so, indicate the number of months and occupation required.

14. Work Site: Provide **ALL** relevant site of activity, including temporary assignments. Notify VISA should there be any changes to the work site for the duration of the employment period.

PART II: H-1B CANDIDATE QUESTIONNAIRE – To be completed by the prospective or current H-1B employee

SECTION A: PERSONAL INFORMATION

1. Name: Enter the name as it appears on the passport.
2. E-Mail: Enter the email address. Important information will be sent to this email address.
3. Gender: Select the corresponding gender.
4: Marital Status: Select the corresponding marital status.
5. Date of Birth: Enter the Date of Birth in mm/dd/yy format.
6. Passport Number: Enter the passport number of current passport.
7. Passport Issuance Date: Enter the issuance date of current passport in mm/dd/yyyy format.
8. Passport Expiration Date: Enter the expiration date of current passport in mm/dd/yyyy format. Please note, the passport should be valid for a minimum of 6 months beyond the intended period of stay.
9. Social Security Number: Enter the Social Security Number, if applicable.
10. Alien Number: Enter the Alien Registration Number (A#), if applicable. This is usually relates to a Permanent Res. petition
11. City of Birth: Enter the City of Birth.
12. Province of Birth: Enter the Province or State of Birth
13. Country of Birth: Enter the Country of Birth.
14. Country of Citizenship: Enter the country of citizenship.
15. Country of Legal Permanent Residence: Enter the country in which you have legal permanent residence status.
16. Permanent Foreign Address: Enter address in your home country. This may be your family's address.
17. Educational Degree: Indicate if you have earned a Master's degree or higher from a U.S. Institution. If so, provide name of institution and date received.

SECTION B: DEPENDENT INFORMATION

Complete this section if you are requesting for H-4 status for your immediate family members (legally married spouse and children under 21 years old). Please do not include children who may already dependent status on your spouse's own petition.

SECTION C: U.S. HISTORY

19. Labor Certification: Indicate if you have ever received an approval for a labor certification for permanent residence. This is the first step to a U.S. permanent residence application based on employment. If yes, a copy of the receipt or approval notice must be attached.
20. Immigrant Petition: Indicate if an I-140 (immigrant petition) or I-130 (through marriage/family) has ever been filed for permanent residence in the U.S. If yes, a copy of the receipt or approval notice must be attached.
21. Deportation Proceeding: Indicate if you're currently in exclusion or legal deportation proceedings by the U.S. government
22. Unlawful Employment: Indicate if you've been employed without USCIS authorization
23. F-1 Student Status: Indicate if you've held an F-1 student or F-2 depedent visa in the past, if so, please provide the last SEVIS ID number (10 digits beginning with N).
24. Employment Authorization Document: Indicate if you have been issued an EAD card, if so, provide card number.
25. Exchange Visitor Status: Indicate if either you (H-1B candidate) or your spouse (H-4) has ever been in J-1 or J-2 status? If so, you must attach a copy of the all previously issued DS-2019/IAP-66 and visa stamps, including your spouse.
26. 212(e): If you or your spouse were in J-1/J-2 status in the past, indicate wether or not you or your spouse were subject to the Two-Year Home Country Residence Requirement (212e). If so, a copy of the I-612 Notice from USCIS or Waiver Recommendation Letter from DOS must be attached.
27. H-1B History: Indicate if you or your spouse has been in H-1B status during the last 7 years. If so, list the history in chronological order.
28. Visa Denial: Indicate if you have been denied a U.S. visa. If so, please provide details of the denial.
29. Current Status: Indicate whether or not you're currently inside the U.S. If not, provide the location of the U.S. Consulate/Embassy which you will apply for the H-1B visa stamp. If Yes, complete Section D.

SECTION D: FOR CANDIDATES CURRENTLY INSIDE THE U.S.

30. Select one of the following:

- **Change of Status:** Currently inside the U.S. on a different visa and wish to file the H-1B through USCIS.
- **Extension of Stay:** Currently in H-1B status and requesting for an extension of stay.
- **Transfer (Portability):** Currently in H-1B status with a U.S. employer and have accepted a new position with CSMC.

31. U.S. Residential Address: Enter your current U.S. address.
32. Telephone: Provide your contact telephone number.
33A. Employer Name: Provide name of current H-1B employer
33B. Current Employment End Date: Provide last day of pay with current H-1B employer
34. Current Immigration Status: Indicate current immigration status. Refer to your current I-94 card and/or I-797A Notice
35. Current Immigration Status Expiration: Indicate end date of current immigration status. Refer to your current I-94 card, DS-2019, I-20 and/or Approval Notice
36. Last U.S. Arrival: Provide last date of entry into U.S. Please see entry stamp on your current I-94 card for confirmation of last entry date.
37. International Travel: Indicate if you have any upcoming international travel, including to Mexico or Canda. Please note that failure to notify VISA of your travel plans will adversely affect your H-1B petition, resulting in a denial by USCIS should you travel outside the U.S. while the petition is pending. Notify VISA office immediately should you need to travel outside of the U.S.
38. U.S. Consulate/Embassy or Pre-Departure Flight: Indicate location (city, country) of the U.S. Consulate/Embassy where you will apply for the H-1B visa. This is required even if you're not traveling at this moment. For Canadian and Bermudian citizens, please indicate the pre-departure flight city or port of entry.