

INITIAL H-1B QUESTIONNAIRE

(To be completed by the employing department)

ABOUT THE EMPLOYEE YOU WISH TO SPONSOR FOR H-1B:

Name: _____
Last/Family *First* *Middle*

Date of Birth: _____ Country of Citizenship: _____
MM/DD/YY

U.S. Address: _____

(Please note that USCIS must be notified within 10 days of a change of residence address)

Telephone Number: _____

E-mail address: _____

ABOUT THE POSITION:

Time period for which the individual is seeking H-1B status (maximum of 3 years per request – for faculty, this date should begin with the obligation date)

From: _____/_____/_____
MM DD YY To: _____/_____/_____
MM DD YY

Employing Department: _____ Payroll Title: _____

Supervisor's Name and Title: _____

Department Phone: _____ Supervisor's E-mail: _____

Department Contact: _____

Department Contact E-mail: _____

Will the work be performed on campus? _____

Position is: _____ Full-time _____ Part-time (_____ # of hours per week)

Salary \$ _____ per _____
(Please specify the salary the individual will be paid. Use an hourly salary if the position is part-time)

Degree Required: _____
(please specify level and field, e.g. Ph.D. in Accounting)

Experience Required (if applicable): _____
of Years *Nature of Experience*

Other Special Requirements (e.g. licenses, certifications, specialized skills/techniques):

Will this individual supervise other employees? _____ No _____ Yes If so, how many? _____

Do you wish to sponsor this individual for permanent residency (“green card”) _____ Yes _____ No
_____ Undecided at this time

(Per SUNY policy, faculty may begin discussions regarding sponsorship for Permanent Residency immediately upon commencing employment with the university. Other employees may begin discussions after six months of employment with the university. The University will only support immigrant processing for positions that are considered “permanent” in nature, including tenure-track teaching or research positions, and other positions which are intended to continue for a minimum period of three years)

*(If you wish to sponsor an employee for permanent residency, a competitive recruitment and search, including at least one print advertisement **OR** an electronic or web based advertisement with a national professional journal posted for at least 30 days, must have been completed)*

(In order to avoid additional expenses, you should begin the PR process within 18 months of the original offer letter)

RECRUITMENT EFFORT:

Date of posting OR series of dates if electronic ad (30 days required): _____

Methods of advertisement *(must include 1 print ad Or electronic or web based ad with a national professional journal posted for at least 30 days):* _____

Results: # of applicants

FEES FOR H-1B PETITION

USCIS fees subject to change

The sponsoring department is responsible for all USCIS filing fees for H-1B visa petition

- \$460 USCIS filing fee
- \$500 Fraud Prevention and Detection Fee *(unless this H-1B petition is the second or subsequent request for an extension from Binghamton University)*
- \$1,225 Premium Processing fee if you are requesting an expedited response from USCIS *(this is optional and may be paid by the employee)*
- \$370 USCIS filing fee for dependents requesting H-4 status when they are already in the U.S. *(generally paid by employee)*