



INTERNATIONAL SERVICES OFFICE • UNIVERSITY OF ROCHESTER

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Department Questionnaire for H-1B Temporary Worker - Specialty Occupation

Please review the required documentation list on page 7. For timely processing, please send all required documentation together.

1. Name of H-1B employee

Surname or family name First or given name Middle name

2. Gender: [] Male [] Female

UR ID (if assigned)

3. Status request:

[] Original H-1B Request for the University of Rochester [] Extension [] Amended Petition [] Portability (New to UR)

[] \$500 Fraud Detection Fee required for initial H-1B filed by the U of R for the H-1B employee

[] \$460 H-1B Fee [] \$1,225 Premium Processing is an additional fee for 15-day processing by USCIS

* USCIS is currently taking 10 months for Regular Processing & 15 days for Premium Processing

* Each fee requires a separate check, made payable to "Department of Homeland Security"

Indicate required dates of H-1B work authorization, noting the following:

- The maximum initial period of stay is any time increment up to 3 years.
Extension of stay may be granted in any time increment up to 3 years.
The maximum period of time a person can be in the H-1B status is 6 years.

4. Start date for H-1B status _____ End date for H-1B status _____

5. University department

Name Location Fax

6. Department contact person

Name U of R address (box) Telephone

Email

7. Name and title of H-1B employee's supervisor: _____

Name

Title

8. Location and telephone number of supervisor: _____

Location

Telephone

9. Does the H-1B employee possess sufficient proficiency in the English language? Yes No

How this has been determined?

10. Where at the University will the H-1B employee be located?

11. Will this employee work at multiple sites? Yes No

If yes, please list dates at site, a contact person, and location, using the back of this page if more space is needed:

Dates at site	Contact name	Title		
<hr/>				
Number & street	City	County	State	Zip Code
<hr/>				
Telephone	Email			

Dates at site	Contact name	Title		
<hr/>				
Number & street	City	County	State	Zip Code
<hr/>				
Telephone	Email			

Dates at site	Contact name	Title		
<hr/>				
Number & street	City	County	State	Zip Code
<hr/>				
Telephone	Email			

NOTE: The H-1B non-immigrant status is specific to the foreign national, the employer, and the job being performed by the foreign national. H-1B work authorization is granted by USCIS to the University for a specific foreign national. H-1B work authorization only authorizes the foreign national to work for the University in Rochester, New York, and not at any other location or for any other employer. If the H-1B employee is going to work for the University at a location other than Rochester, New York, the US Dept. of Labor and USCIS must be informed prior to the H-1B employee beginning work at the location outside of Rochester.

Name of H-1B employee

Surname or family name

Given name

Middle name

Job Description for Labor Condition Application (LCA)

Prepare an accurate job description that includes necessary duties and minimum requirements. This job description will be used to determine the comparable group of similarly employed people at the University for determination of the actual wage. This job description will also be used to determine the group of similarly employed people in the geographic area of intended employment as required for the prevailing wage determination.

The position must be full-time; no H-1Bs for part-time positions will be processed for the University of Rochester.

Title of Position: _____

Proposed Salary: _____

U of R Position Code: _____ U of R HRMS Title: _____

Will the H-1B employee supervise anyone? Yes No

• If yes, indicate the title and number of his or her subordinates: _____

Job Description:

Minimum Education Requirements - list level of education and field(s) acceptable:

of months/years of experience required after obtainment of highest degree:

(Note: Postdoctoral fellows/associates and entry-level positions can only require 0 years of experience.)

Special skills required:

The University must attest to four statements when filing an LCA.

- (b) Wages: Pay non-immigrants at least the local prevailing wage or the employer's actual wage, whichever is higher, and pay for non-productive time. Offer non-immigrants benefits on the same basis as U.S. workers.
- (c) Working Conditions: Provide working conditions for non-immigrants that will not adversely affect the working conditions of workers similarly employed.
- (d) Strike, Lockout, or Work Stoppage: No strike or lockout in the occupational classification at the place of employment.
- (e) Notice: Notice to union or to workers at the place of employment. A copy of this form to H-1B workers.

The prevailing and actual wage must be determined. The University is required by law to pay the H-1B non-immigrant employee either 100% of the prevailing wage or 100% of the actual wage, whichever wage is higher.

The LCA is a document that could expose the University to liability. Any aggrieved person may file a complaint against the University with the DOL. If the University is found to be in violation of one of the statements it attests to complying with on the LCA, the University **may be debarred from filing any petitions or extensions with the Department of Labor and U.S. Citizenship and Immigration Services for one year.** This debarment would affect all foreign national students, exchange visitors and faculty at the University. In addition, the University could be charged fines and payments for back wages to foreign employees.

Attest to the following:

1. The undersigned confirms that he or she is authorized to offer this position to the H-1B employee and that the information contained in this request is correct according to the best information available.
2. The undersigned agrees to ensure compliance by the hiring department with the above listed attestations, a–d, required by the U.S. Department of Labor.
3. As required by the U.S. Citizenship and Immigration Services, the hiring department agrees to pay the reasonable cost of return transportation for the H-1B employee to his or her home country, if he or she is dismissed before the end of the H-1B validity period of work authorization.

Name printed _____
Department Chairperson

Signature _____ Date _____
Department Chairperson

Federal Express Account Number for H-1B Petitions

H-1B petitions require express mail to the Bureau of Citizenship and Immigration Services. Please indicate below your Federal Express account number and your internal U or R Express Mail account numbers.

Foreign National's Name:

Department:

Name of Department Contact and U or R extension:

Federal Express Account Number:

U of R Express Mail Account Number:

Please return paperwork printed **single-sided only**, not double-sided

Return questionnaire to:

Kathleen Strout or Janet Connor
International Services Office
University of Rochester
213 Morey Hall, PO Box 270446
Rochester, New York 14627-0446
Telephone # +1 (585) 275-3314 for Kathleen
+1 (585) 273-3180 for Janet
Fax # h+1 (585) 244-4503

Hiring Department Documentation Required for H-1B Petition

Submit the following documentation to Kathleen Strout or Janet Connor in the International Services Office, 213 Morey Hall, PO Box 270446, Rochester, New York 14627-0446.

1. Completed, signed, and dated H-1B Department Questionnaire, including detailed job description and requirements, actual wage comparison page, wage methodology page, and LCA attestation statement page.
2. Completed H-1B Employee Questionnaire and required documentation.
3. Completed H-1B Family Member Information form, if applicable, with required documentation.
4. Make check(s) payable to "Department of Homeland Security". A separate check is required for each fee. The hiring department pays the H-1B fee, the fraud detection fee, and the premium processing fee when it is required to meet departmental deadlines. The H-1B employee pays H-4 fees.

USCIS Form	Purpose	Separate check for each Fee
I-129	H-1B Petition	\$460.00
	Fraud Detection Fee Required for initial H-1B's filed by the U of R	\$500.00
I-539	Spouse and Dependents Change of Status or Extension of H-4 status. Only one fee is required regardless of the number of dependents.	\$370.00
I-907	Request for Premium Processing Service	\$1,225.00

5. A letter of support from the hiring department needs to be included with the H-1B petition. The Department Chairperson should sign this letter of support.

This letter is sent to the International Services Office and NOT directly to USCIS.

The letter of support should be **addressed to** (but not sent to):

USCIS California Service Center
24000 Avila Road
Laguna Niguel, CA 92607.

The letter should detail the foreign national's responsibilities and qualifications and include the following items.

1. Name of foreign national
 2. Dates of intended employment period (Dates should match the dates on the LCA and H-1B Petition)
 3. Title of Position
 4. Description of responsibilities
 5. Educational Requirements for position, specify field or fields of study
 6. Description of how the prospective foreign employee is qualified for the position (include education and specific field of study along with any experience)
 7. Annual salary (Do not elaborate on funding sources.)
6. Copies of offer of employment letter, acceptance letter, and contract between the foreign national employee and the University of Rochester.