



VCU

Global Education Office

**H-1B VISA
Hiring Department Questionnaire**

Instructions

The instructions here are written for the hiring department’s Personnel Administrator (PA or other administrator with PA duties).

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2	Complete the Export Control Pre-Screening Form	3
3	Complete the Hiring Department Information Form	
4	Email items 1-3 above to the GEO contact below so GEO can prepare the H-1B application. Do not send items 1-3 in hard copy. Email only!	4-6
5	Request the USCIS filing fee check(s)	7
6	When the USCIS filing fee check(s) is/are ready, bring them to GEO so we can attach them to the prepared H-1B application and file it with USCIS.	

H-1B Visa Contact

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STEP 1: Pay the GEO H-1B Processing Fee

GEO charges VCU departments a processing fee of \$500 to prepare an H-1B application.

Please pay this fee via Journal Voucher to GEO (Index number 1-10209, Account: 600099) and attach a screen shot of the action as proof of payment.

The GEO H-1B processing fee is a department expense and cannot be paid by, or recovered from, the employee.

STEP 2: Complete the Export Control Pre-Screening Form

Note: This form is an Export Control form. Export Control is a unit of the Office of Research and Innovation (ORI). Under US law, VCU must perform export control pre-screening for every H-1B employee before GEO can file the H-1B application with USCIS. You will be completing this form and emailing it to GEO. We will forward the form to Export Control and obtain the pre-screening clearance from them for this case. If Export Control has questions about the information provided here, they will contact you directly.

Faculty/Sponsor Name:	Department:
Phone:	E-Mail:

Beneficiary Name:	Beneficiary's Country of Citizenship:
Foreign University or Employer of Beneficiary:	

Export Review Questions
What duties will the beneficiary perform at VCU?
What laboratory equipment, chemicals, or materials (biological or otherwise) will this individual have access to?
What source is providing the funding for the beneficiary's visit?
Select which visa type VCU is sponsoring: <input checked="" type="checkbox"/> H1B <input type="checkbox"/> J-1

Research Questions	Yes	No	Unsure
Will the beneficiary participate in research?			
Does your research have any dissemination restrictions, such as publication restrictions, restrictions on the hiring of foreign nationals, or any confidentiality requirements?			
Is any of your research funded by the DOD, NASA, or defense industry?			

I attest that, to the best of my ability, I have truthfully answered all of the above questions. I have full knowledge of the scope of research work of the beneficiary.

Faculty/Sponsor Signature

Date

STEP 3: Complete the Hiring Department Questionnaire

Department Information

Name of hiring department	
Hiring department's full street address: street, city, state, and zip code	
Personnel Administrator's name	
Personnel Administrator's email	
Personnel Administrator's telephone	
Hiring department Federal Express account for use in filing the case with USCIS	

Employee Information

Last name	
First name	

About the Job

Job Title	
Date H-1B employment will start	
Date H-1B employment will end	
Type of employment: Faculty (Teaching, Research, or Administrative), Post-Doc, or Classified	
Will the employee supervise other employees? If so, how many?	
Job description. Briefly describe the job duties here, or attach a copy of the Faculty Position Description or Employee Work Profile.	
Apart from occasional business travel,	

will the employee be required to travel outside the Richmond metropolitan area in order to perform her job duties?	
Are there any special conditions that would affect the employee's rate of pay, such as hazardous materials or physical requirements? If so, please indicate the special conditions.	
What is the minimum educational degree required for the job?	
Regarding the minimum education degree requirement, in what field or fields?	
Does the job require previous experience? If so, please indicate the kind and amount of experience required.	
Does the job require a special license or certification? If so, please describe.	
Please provide the full physical address of the employee's primary work site (street address, city, state, and zip code)	
Will the employee have additional work sites? If so, please provide each work site's full physical address (street address, city, state, and zip code)	
Is the job full-time (40 hours/week)? If not, how many hours per week will the employee be working?	
Proposed annual salary (for full-time job) or hourly wage (for part-time job). Provide the full dollar gross amount. Do not include relocation, travel, or start-up funds. Do not include the value of benefits or perks.	
Were all of the following considered when determining the proposed annual salary or hourly wage: Degree Earned, Area of Specialization, Previous Work Experience, Marketability of Skills, Other (specify)?	

<p>Other Similarly Employed Workers: Is the proposed salary or wage offered to the employee <u>less than</u> the salary or wage paid to similarly employed workers in your department? Yes or No. If the answer is Yes, please explain.</p>	
<p>Employee Benefits: Is the employee <u>eligible</u> for the same benefits as all other VCU employees in her employment category (Faculty, Post-Doc, or Classified)? Yes or No. If the answer is No, please explain.</p>	

Statements and Signatures

I certify the following:

1. *All information provided by the VCU hiring department on the Hiring Department Questionnaire is truthful and accurate to the best of our knowledge.*
2. *The employee will be paid the higher of the actual wage or the prevailing wage.*
3. *The employment of this worker will not adversely affect the working conditions of similarly employed workers in the area of intended employment.*
4. *Employees working in the occupation listed above will be notified that VCU has filed a Labor Condition Application (LCA) for this employee via the posting of 2 Notices of Filing (NOFs) using the NOFs and posting instructions to be provided to the VCU hiring department by Immigration Advising.*
5. *If the employee is dismissed prior to the end of USCIS H-1B authorization, the hiring department must pay for the employee’s transportation to her home country (reasonable expenses) if she requests this support.*

PA Signature and Date	
PA Name	
Chair Signature and Date	
Chair Name	
<p>Other Department Signature and Date <i>As a matter of internal policy, some hiring departments require more than 2 signatures on these requests. Please check with your department administrator about this.</i></p>	
Other Department Name	

STEP 4: Request the USCIS H-1B Filing Fee Check(s)

1. Complete this form
2. Submit your check request via eVA
3. Send this form to Accounts Payable
4. Ask Accounts Payable to hold the check(s) for you. The check(s) must not be sent directly to USCIS.
5. Pick the check(s) up from Accounts Payable when ready.
6. Do not send the check(s) directly to USCIS. Please bring the check(s) to Immigration Advising in person (912 West Grace Street, 4th Floor, Monday-Friday 8 AM-4:30 PM). We must include the check(s) with the visa application when we file it with USCIS.

Hiring Department	
Employee's Name	
Purpose of Request	

Preparing the Checks

Please note USCIS filing fees below. Please request separate checks. Do not combine fees in any way. Make each check payable to US Citizenship & Immigration Services, California Service Center, POB 10129, Laguna Niguel, CA 92607, Tax ID 03-1080166

Select	Amount	Purpose
	\$460	Base USCIS H-1B filing fee due in every case (covers normal USCIS processing time of 3 months).
	\$500	USCIS Fraud Prevention Program fee, due only if this is the first H-1B visa application filed by VCU for this employee.
N/A	\$1,225	Premium Processing fee for 15-day USCIS processing. Per USCIS, effective April 3, 2017, premium processing is no longer available for H-1B applications. (Do not request this check.)