

1



2



KATIE DAVISON

IFAS Human Resource Specialist III

4 years UFHR Academic Personnel

2 years UFHR Classification &
Compensation

2.5 years IFAS Human Resources,
Diversity & Inclusion

Bachelors Degree in Leadership
BYU Marriott School of Business

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LEARNING OBJECTIVES

- ▶ Understand the process and timeline for obtaining a sponsored work visa
- ▶ Know what information is needed to organize a successful case submission
- ▶ Identify potential problems within a visa case

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**WHAT GOES THROUGH YOUR
MIND WHEN HIRING A FOREIGN
NATIONAL?**

5



**WHAT IS YOUR FOREIGN
NATIONAL EMPLOYEE THINKING
OR FEELING?**

6



INFORMATION RESOURCES

7



U.S. Citizenship
and Immigration
Services



Travel.State.Gov

U.S. DEPARTMENT of STATE — BUREAU of CONSULAR AFFAIRS

FRAGOMEN

IMMIGRATION COMPLIANCE SERVICES

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WHO ARE OUR FOREIGN NATIONALS?

Students
Scholars
Postdoctoral Associates
TEAMS
Faculty
OPS



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2-YEAR HOME RESIDENCY

212(e) – 2-year home residency requirement for J visa holders

Remember, the J visa is a non-immigrant visa “to promote the interchange of persons, knowledge, and skills, in the fields of education, arts, and science.” (Ref: USCIS <https://www.uscis.gov/working-in-the-united-states/students-and-exchange-visas/exchange-visas>)

Subject to the two-year home residency requirement? The foreign national cannot:

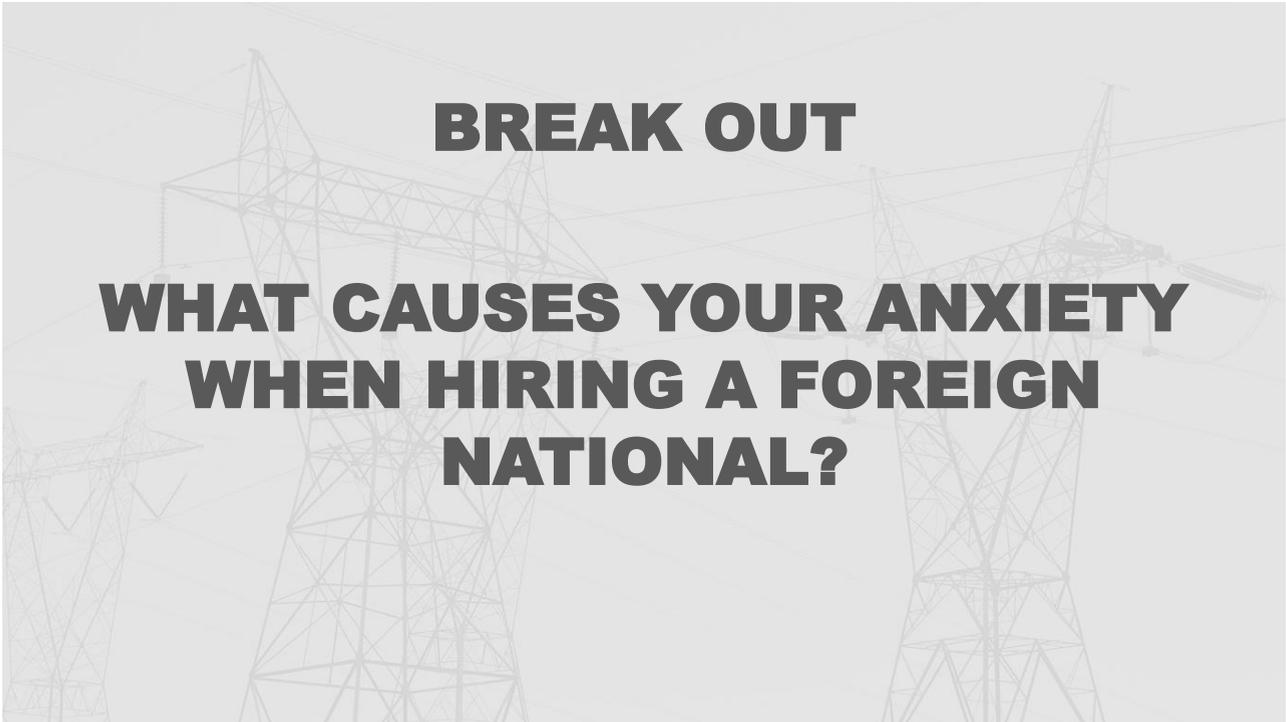
1. Apply for immigrant visa or AOS to legal permanent resident
2. Change status or receive an H-1B, K (fiancé), or L-1 (intra-company transfer) visa

Many can apply on their own for a waiver of this rule. The process may take 6+ months to obtain and can be done simultaneously with the prevailing wage process. Go to US Department of State website for specifics.

Fulbright Scholars have been denied the waiver

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BREAK OUT

**WHAT CAUSES YOUR ANXIETY
WHEN HIRING A FOREIGN
NATIONAL?**

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**WHEN DOES HIRING A FOREIGN
NATIONAL START?**

12



BEFORE THE OFFER

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CAN YOU AFFORD IT?

H-1B Costs

\$1,000 attorney fee
 \$ 460 DHS filing fee (may increase to \$555)
 \$ 500 DHS anti-fraud fee
\$2,500 Premium Processing fee
\$4,460 Total for 1st H-1B at UF
 +\$1,500-\$3,500 attorney rush fee
 +\$1,500 attorney fee for RFE

H1B amendment/extension

\$1,000 attorney fee
 \$ 460* DHS filing fee

O-1 Costs

\$5,250 attorney fee
 \$ 460 DHS filing fee (may increase to \$705)
\$2,500 Premium Processing fee
\$8,210 Total for 1st O-1 at UF
 +\$1,500-\$3,500 attorney rush fee
 +\$1,500 attorney fee for RFE

O-1 amendment/extension

\$3,750 attorney fee
 \$ 460* DHS filing fee

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CAN YOU AFFORD IT?

TN Costs – Port of Entry

\$1,000 attorney fee

\$1,000 Total for 1st TN at UF

+\$1,500-\$3,500 attorney rush fee

E-3 Costs – US Consulate in Australia

\$1,000 attorney fee

\$1,000 Total for 1st E-3 at UF

+\$1,500-\$3,500 attorney rush fee

TN Costs – In country

\$1,000 attorney fee

\$ 460 DHS filing fee (may increase to \$695)

\$2,500 Premium Processing fee

\$3,960 Total for 1st TN at UF

+\$1,500-\$3,500 attorney rush fee

E-3 Costs – In country

\$1,000 attorney fee

\$ 460 DHS filing fee (may increase to \$695)

\$1,460 Total for 1st E-3 at UF

+\$1,500-\$3,500 attorney rush fee

**same costs for amendment/extension*

**same costs for amendment/extension*



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FIRST THINGS FIRST

ALL THE THINGS



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CASE INITIATION - EMPLOYER QUESTIONNAIRE

case type: 0-1 E3 TN H-1B: Choose one Other: _____
 Dept Contact: _____ Signatory (Chair): _____

Employee/Candidate Details

UFID _____
 First Name _____ Middle Name _____
 Last Name _____
 Email _____
 Phone _____
 Degree(s) held _____ Full Institution Name _____
 Field(s) of Study _____ Country _____
 Academic Credential Equivalency? _____
 Years of Experience _____
 Currently within US? _____ If yes: Immigration Status & Expiration _____
 If J-1: Home residency waiver needed? _____

Position Assignment Details

Position Nbr _____ Field(s) of study considered for position: _____
 Start Date _____
 Annual Salary _____ Experience required? years? _____
 Physical address(es) of job location (no PO boxes)
 1) _____
 2) _____

Supervise others? _____ Travel Required? _____
 if yes: list how many in each title if yes: Explain
 1) _____
 2) _____
 3) _____
 4) _____

Funding Information

Charfield(s) _____ Fed Ex Account _____
 Who will pay Premium Processing \$2,500? Select one: _____

NOTE: Grant funds require CBG confirmation. In writing, that immigration legal and file fees are allocable to the agency. Faculty start up funds cannot be used for their own immigration costs.

Documents Attached

_____ Resume/CV	_____ Advertisement(s)	_____ Other:
_____ ACE	_____ CTTD	_____
_____ LOO	_____ AWR	_____
_____ LOA	_____ AWRM	_____
_____ Job Description	_____ Course Sampling	_____

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CASE INITIATION - EMPLOYER QUESTIONNAIRE

case type: O-1 E3 TN H-1B: Choose one _____ Other: _____
 Dept Contact: _____ Choose one _____

Employee/Candidate Details

UFID _____
 First Name _____
 Last Name _____
 Email _____
 Phone _____
 Degree(s) held _____ Full Institution Name _____
 Field(s) of Study _____ Country _____
 Academic Credential Equivalency? _____

Years of Experience _____
 Currently within US? _____ If yes: Immigration Status & Expiration _____
 If J-1: Home residency waiver needed? _____

Position Assignment Details

Position Nbr _____ Field(s) of study considered for position: _____
 Start Date _____
 Annual Salary _____ Experience required? years? _____

Physical address(es) of job location (no PO boxes)

1) _____
 2) _____

Supervise others? _____ Travel Required? _____
 if yes: list how many in each title if yes: Explain

1) _____
 2) _____
 3) _____
 4) _____

Funding Information

Chartfield(s) _____ Fed Ex Account _____
 Who will pay Premium Processing \$2,500? Select one: _____

NOTES: Grant funds require CAS confirmation. In writing, that immigration legal and file fees are allowable to the agency.
 Faculty start up funds cannot be used for their own immigration costs.

Documents Attached

_____ Resume / CV	_____ Advertisement(s)	Other: _____
_____ ACE	_____ CTTD	
_____ LOO	_____ AWR	
_____ LOA	_____ AWRM	
_____ Job Description	_____ Course Sampling	

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DOCUMENTS

From the Department:

1. Resume / CV
2. Academic Credential Evaluation
3. Signed Letter of Offer
4. Signed Letter of Addendum
5. Job Description
6. Copies and websites of all advertisements
7. *CTTD = Controlled Technology/Technical Data License Compliance Attestation
8. *AWR = Actual Wage Report
9. *AWRM = Actual Wage Report Memorandum
10. Course Sampling

*Signed in wet ink, preferably blue

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This offer and your active employment status are contingent upon your eligibility to work under the provisions of all applicable immigration laws and regulations including the Immigration Reform and Control Act of 1986, as amended, and your providing the necessary documents to establish identity and employment eligibility to satisfactorily complete U.S. Citizenship and Immigration Services' Form I-9. As a foreign national holding an employer sponsored immigration status, the University of Florida, as your employer, is provided authority by immigration laws to request employment authorization on your behalf. The University, however, cannot guarantee that employment authorization or visas will be granted and assumes no responsibility if any request is denied, delayed or conditioned. All such determinations rest with USCIS and the DOS, respectively, and are beyond the scope of the University's authority. All employees bear a continuing responsibility throughout their employment to maintain their eligibility to work in the U.S. and at the University in the position to which they are assigned. The University cannot pay a wage to any person not lawfully authorized to work regardless of the cause. Failure to timely receive or maintain authorization to be employed in the U.S. at the University in the relevant position shall automatically terminate your employment status at the University.

This offer of employment is conditioned upon the University being able to obtain employment authorization for you based on the terms and conditions set forth in this offer. Should the University not be able to secure approval of your employment authorization on the terms and conditions set forth on this offer, this offer will be considered null and void.

Although this appointment is based on departmental programmatic needs, fiscal considerations and satisfactory performance, there is reasonable expectation that your employment will continue on a year-to-year basis. Therefore, **H1B status sponsorship is being requested for a period of three (3) years, start date through end date.**

Name of Chair/Ctr Director
Title

Name of candidate

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DOCUMENTS

From the Department:

1. Resume / CV
2. Academic Credential Evaluation
3. Signed Letter of Offer
4. Signed Letter of Addendum
5. Job Description
6. Copies and websites of all advertisements
7. *CTTD = Controlled Technology/Technical Data License Compliance Attestation
8. *AWR = Actual Wage Report
9. *AWRM = Actual Wage Report Memorandum
10. Course Sampling

*Signed in wet ink, preferably blue

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<p>UF Human Resource Services Immigration Compliance Services UNIVERSITY OF FLORIDA</p> <p>Controlled Technology/Technical Data License Compliance Attestation For H-1B and O-1A Petitions</p> <p>Deemed Export Background Information</p> <p><i>Technology/technical data, software and/or defense services are considered to be exported not only under the traditional sense of shipping and/or providing the Technology/technical data, software and defense services overseas; an export can also be "deemed" to take place when technology/technical data, software and/or defense services is released and/or provided to a foreign national within the United States. Deemed exports must be authorized through an export license issued by the responsible Government agency. Technology/technical data, software and/or defense services are considered "released" for export when they are "available to foreign nationals for visual inspection (such as reading technical specifications, plans, blueprints, etc.), exchanged orally, or are made available by practice or application under the guidance of persons with knowledge of the technology/technical data."</i></p> <p><i>You may consult the Director of Sponsored Research Website (http://www.research.ufl.edu/research/compliance.html#export) or the 2004 Council on Government Relations (COGR) publication called "Export Controls and Universities: Information and Case Studies" for additional information on export controls.</i></p> <p>FOR COMPLETION BY SPONSORING UNIT STAFF</p> <p>H-1B or O-1A Beneficiary's Name: _____</p> <p>Last: _____ First: _____ Middle: _____</p> <p>Beneficiary's Country/Countries of Citizenship: _____</p> <p>Beneficiary's Current Country/Countries of Residence: _____</p> <p>Position Title / Sponsoring Unit: _____ / _____</p> <p>Description of the beneficiary's duties including the PeopleSoft project #, if applicable (attach additional pages if necessary): _____</p> <p>Equipment and/or Specialized Scientific software accessed (attach additional pages if necessary): _____</p> <p>I certify that if during the beneficiary's term of employment any of the above noted employment conditions change and those changes result in the need for a license or the absence of a need for a license, the sponsoring unit will notify Immigration Compliance Services (ICS) before the effective date of the applicable change.</p> <p>Katie Davison 352-273-3592 katie.davison@ufl.edu</p> <p>Administrative Staff Member Telephone Number Email Address</p> <p>Hiring Authority Name: _____ Hiring Authority Signature: _____</p> <p style="text-align: center;">1</p>	<p>CONTROLLED TECHNOLOGY/TECHNICAL DATA LICENSE COMPLIANCE QUESTIONNAIRE</p> <p>Please answer the following questions based on your expectations of the beneficiary's duties and access to equipment, software, and/or information at this time:</p> <p>1. Will any portion of the beneficiary's assignment involve research? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>2. Will the beneficiary be involved with projects sponsored by DoD, NASA, DHS, DoE or a commercial entity? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>3. Will the beneficiary be involved in research projects involving publication restrictions and/or foreign national restrictions? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>4. Will the beneficiary be involved in research associated with weapons, select agents, pathogens, toxins, military systems, missiles, satellites, space related technologies, high performance computers, radars, etc. Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>5. Are any of the equipment and/or specialized/scientific software listed on the page 1 of this form controlled under the International Traffic in Arms Regulations (ITAR) or the Export Administration Regulations (EAR)? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please answer the following questions:</p> <p>a. Please indicate which specific item/items are controlled under the ITAR and/or the EAR _____</p> <p>b. Provide the United States Munitions List (USML) category and/or the Export Control Classification Number (ECCN) as appropriate. (Note: The USML and/or ECCN category can be obtained from the manufacturer, vendor and/or provider) _____</p> <p>c. Please indicate any specialized/scientific software that will be in source code? _____</p> <p>6. Is there an expectation at this time that the beneficiary will have access to sponsor or third party proprietary information, software and/or materials? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please obtain written confirmation from the provider of the information, software, and/or materials whether or not they are controlled under either the ITAR or Export Administration Regulations (EAR). _____</p> <p>Please notify Immigration Services a minimum of 30 days in advance of any change to beneficiary's employment that would require modifying any of the answers above.</p> <p style="text-align: center;">2</p>	<p>FOR THE SPONSORING UNIT, ONLY</p> <p>Will the petitioner (the university) will release or otherwise disseminate the Export Administration Regulations (EAR) and the said that: _____</p> <p>Department of Commerce or the U.S. Department of State to release such information (Beneficiary). _____</p> <p>Department of Commerce and/or the U.S. Department of State to release such information (Sponsoring unit) will prevent access to the controlled information unless the petitioner has received the required license or other documentation that evidences the need for such information. _____</p> <p>Chair, Director, Associate Dean for Research, etc.) _____</p> <p>Date _____</p> <p>National warrant a license, documentation that evidences the need for such information. _____</p> <p style="text-align: center;">3</p>
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<p>UF Human Resource Services Immigration Compliance Services UNIVERSITY OF FLORIDA</p> <p>Controlled Technology/Technical Data License Compliance Attestation For H-1B and O-1A Petitions</p> <p>Deemed Export Background Information</p> <p><i>Technology/technical data, software and/or defense services are considered to be exported not only under the traditional sense of shipping and/or providing the Technology/technical data, software and defense services overseas; an export can also be "deemed" to take place when technology/technical data, software and/or defense services is released and/or provided to a foreign national within the United States. Deemed exports must be authorized through an export license issued by the responsible Government agency. Technology/technical data, software and/or defense services are considered "released" for export when they are "available to foreign nationals for visual inspection (such as reading technical specifications, plans, blueprints, etc.), exchanged orally, or are made available by practice or application under the guidance of persons with knowledge of the technology/technical data."</i></p> <p><i>You may consult the Director of Sponsored Research Website (http://www.research.ufl.edu/research/compliance.html#export) or the 2004 Council on Government Relations (COGR) publication called "Export Controls and Universities: Information and Case Studies" for additional information on export controls.</i></p> <p>FOR COMPLETION BY SPONSORING UNIT STAFF</p> <p>H-1B or O-1A Beneficiary's Name: _____</p> <p>Last: _____ First: _____ Middle: _____</p> <p>Beneficiary's Country/Countries of Citizenship: _____</p> <p>Beneficiary's Current Country/Countries of Residence: _____</p> <p>Position Title / Sponsoring Unit: _____ / _____</p> <p>Description of the beneficiary's duties including the PeopleSoft project #, if applicable (attach additional pages if necessary): _____</p> <p>Equipment and/or Specialized Scientific software accessed (attach additional pages if necessary): _____</p> <p>I certify that if during the beneficiary's term of employment any of the above noted employment conditions change and those changes result in the need for a license or the absence of a need for a license, the sponsoring unit will notify Immigration Compliance Services (ICS) before the effective date of the applicable change.</p> <p>Katie Davison 352-273-3592</p> <p>Administrative Staff Member Telephone Number</p> <p>Hiring Authority Name: _____ Hiring Authority Signature: _____</p> <p style="text-align: center;">1</p>	<p>CONTROLLED TECHNOLOGY/TECHNICAL DATA LICENSE COMPLIANCE QUESTIONNAIRE</p> <p>Please answer the following questions based on your expectations of the beneficiary's duties and access to equipment, software, and/or information at this time:</p> <p>1. Will any portion of the beneficiary's assignment involve research? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>2. Will the beneficiary be involved with projects sponsored by DoD, NASA, DHS, DoE or a commercial entity? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>3. Will the beneficiary be involved in research projects involving publication restrictions and/or foreign national restrictions? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>4. Will the beneficiary be involved in research associated with weapons, select agents, pathogens, toxins, military systems, missiles, satellites, space related technologies, high performance computers, radars, etc. Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>5. Are any of the equipment and/or specialized/scientific software listed on the page 1 of this form controlled under the International Traffic in Arms Regulations (ITAR) or the Export Administration Regulations (EAR)? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please answer the following questions:</p> <p>a. Please indicate which specific item/items are controlled under the ITAR and/or the EAR _____</p> <p>b. Provide the United States Munitions List (USML) category and/or the Export Control Classification Number (ECCN) as appropriate. (Note: The USML and/or ECCN category can be obtained from the manufacturer, vendor and/or provider) _____</p> <p>c. Please indicate any specialized/scientific software that will be in source code? _____</p> <p>6. Is there an expectation at this time that the beneficiary will have access to sponsor or third party proprietary information, software and/or materials? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please obtain written confirmation from the provider of the information, software, and/or materials whether or not they are controlled under either the ITAR or Export Administration Regulations (EAR). _____</p> <p>Please notify Immigration Services a minimum of 30 days in advance of any change to beneficiary's employment that would require modifying any of the answers above.</p> <p style="text-align: center;">2</p>	<p>FOR THE SPONSORING UNIT, ONLY</p> <p>Will the petitioner (the university) will release or otherwise disseminate the Export Administration Regulations (EAR) and the said that: _____</p> <p>Department of Commerce or the U.S. Department of State to release such information (Beneficiary). _____</p> <p>Department of Commerce and/or the U.S. Department of State to release such information (Sponsoring unit) will prevent access to the controlled information unless the petitioner has received the required license or other documentation that evidences the need for such information. _____</p> <p>Chair, Director, Associate Dean for Research, etc.) _____</p> <p>Date _____</p> <p>National warrant a license, documentation that evidences the need for such information. _____</p> <p style="text-align: center;">3</p>
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UF Human Resource Services
Immigration Compliance Services
UNIVERSITY OF FLORIDA

Controlled Technology/Technical Data License
For
H-1B and O-1A Beneficiaries

Deemed Export Background Information

Technology/technical data, software and/or defense services are considered shipping and/or providing the Technology/technical data, software and digital data files when technology/technical data, software and/or defense services are provided to a foreign national in the United States. Deemed exports must be authorized through an export license. Technology/technical data, software and/or defense services are considered exports for visual inspection (such as reading technical specifications, plus by practice or application under the guidance of persons with knowledge of the technology/technical data, software and/or defense services).

You may consult the Division of Sponsored Research Website (<http://www.uscis.gov>) and the 2004 Council on Government Relations (COGR) publication called "Export Controls for additional information on export controls."

FOR COMPLETION BY SPONSORING UNIT #FAFF

H-1B or O-1A Beneficiary's Name: _____

Last _____ First _____

Beneficiary's Country/Countries of Citizenship _____

Beneficiary's Current Country/Countries of Residence _____

Position Title / Sponsoring Unit _____

Description of the beneficiary's duties including the PeopleSoft project (if necessary): _____

Equipment and/or Specialized Scientific software accessed (attach a list): _____

I certify that if during the beneficiary's term of employment any of these changes result in the need for a license or the absence of a need for a license, I will notify Immigration Compliance Services (ICS) before the effective date of the change.

Katie Davison 352-273-3174
Administrative Staff Member Telephone Number

Hiring Authority Name _____

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CONTROLLED TECHNOLOGY/TECHNICAL DATA LICENSE COMPLIANCE

Please answer the following questions based on your expectations of the beneficiary's assignment involving the release of technology, software, and/or information at this time:

- Will any portion of the beneficiary's assignment involve research, development, or testing of technology, software, and/or information?
 - Yes No
- Will the beneficiary be involved with projects sponsored by the U.S. Government?
 - Yes No
- Will the beneficiary be involved in research projects involving restricted technology, software, and/or information?
 - Yes No
- Will the beneficiary be involved in research associated with weapons, systems, missiles, satellites, space related technologies, high performance computing, or other technologies?
 - Yes No
- Are any of the equipment and/or specialized/scientific software, information, software and/or materials controlled under the International Traffic in Arms Regulations (ITAR) or the Export Administration Regulations (EAR)?
 - Yes No

If yes, please answer the following questions:

- Please indicate which specific item/item(s) is/are controlled under the ITAR or EAR?
 - a. Please indicate which specific item/item(s) is/are controlled under the ITAR or EAR? _____
 - b. Provide the United States Munitions List (USML) Category and Export Control Number (ECN) as appropriate. (Note: The manufacturer, vendor and/or provider) _____
 - c. Please indicate any specialized/scientific software, information, software and/or materials controlled under the ITAR or EAR? _____

6. Is there an expectation at this time that the beneficiary will have access to, or be involved in the development, testing, or use of, information, software and/or materials controlled under the ITAR or EAR?

- Yes No

 If yes, please obtain written confirmation from the beneficiary and/or the manufacturer, vendor and/or provider of the information, software and/or materials controlled under the ITAR or EAR.

Please notify Immigration Compliance Services a minimum of 30 days in advance of the start of the assignment or the date you require modifying any of the answers above.

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FOR COMPLETION BY AN AUTHORIZED OFFICIAL IN THE SPONSORING UNIT ONLY

I certify that with respect to the technology or technical data the petitioner (the university) will release or otherwise provide access to the beneficiary (identified above), I have reviewed the Export Administration Regulations (EAR) and the International Traffic in Arms (ITAR) and have determined that:

(Select one of the statements below)

A license is not required from either U.S. Department of Commerce or the U.S. Department of State to release such technology or technical data to the foreign national person (beneficiary).

A license is required from the U.S. Department of Commerce and/or the U.S. Department of State to release such technology or technical data to the beneficiary and the petitioner (sponsoring unit) will prevent access to the controlled technology or technical data by the beneficiary until and unless the petitioner has received the required license or other authorization to release it to the beneficiary.

*Statement provided by USCS _____

Name _____ Title (Chair, Director, Associate Dean for Research, etc.) _____

Department/Center/Division _____

Signature _____ Date _____

NOTE: If the conditions of employment for the foreign national warrant a license, documentation that evidences the need for the license, or a copy of the license, must be submitted with this attestation.

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UF OFFICE OF RESEARCH

Research Integrity

<https://research.ufl.edu/compliance.html>

Export Control

<https://research.ufl.edu/compliance/export-controls.html>

352.392.9174

exportcontrol@research.ufl.edu

Marsha Pesch, Associate Director and Export Control Officer



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DOCUMENTS

From the Department:

1. Resume / CV
2. Academic Credential Evaluation
3. Signed Letter of Offer
4. Signed Letter of Addendum
5. Job Description
6. Copies and websites of all advertisements
7. *CTTD = Controlled Technology/Technical Data License Compliance Attestation
8. *AWR = Actual Wage Report
9. *AWRM = Actual Wage Report Memorandum
10. Course Sampling

*Signed in wet ink, preferably blue

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EMPLOYEE/CANDIDATE QUESTIONNAIRE

case type: O-1 E3 TN H-1B: Choose one: Other: _____

Employee/Candidate Details

Given Name _____ Middle Name _____
 Surname _____ Alias/Nickname _____
 Email _____
 Phone _____
 Degree(s) held _____ Full Institution Name _____
 Field(s) of Study _____ Country _____
Academic Credential Evaluation (ACE) needed?
 If foreign-issued degree, the degree must have a third-party English translation, if applicable, and a US-equivalency report.

Immigration Information

Citizenship _____ Country of Birth _____
 Date of Birth _____
 Currently within US? _____
 Current Immigration Status: _____ Expiration: _____
 Previous visas held: _____
 J-1 program participant: _____
 subject to 212(e)? _____ if yes: 2-year home residency fulfilled I-612 waiver obtained

Travel Plans in next 12 months:
 when _____ where _____

**Note: Please be prepared to provide many of the same documents directly to Fragomen once your case has been accepted by them.

Documents Attached**	
Resume/CV	Latent I-94
ACE	Latent Travel History
Degree	all I-20s, DS-2019s, Employment Authorization Card(s)
Degree Transcripts	all receipt and/or approval notices to active green card applications
Passport pages	212(e) waiver or proof of home residency

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DOCUMENT LIST

From the Foreign National:

1. Resume / CV
2. Academic Credential Evaluation
3. Degree Diploma
4. Official Degree Transcripts
5. Passport pages
6. Latest I-94
7. Latest Travel History
8. All I-20s, DS-2019s, EADs (as applicable)
9. All receipt or approval notices to active green card case (as applicable)
10. 212(e) waiver or proof of home residency (as applicable)

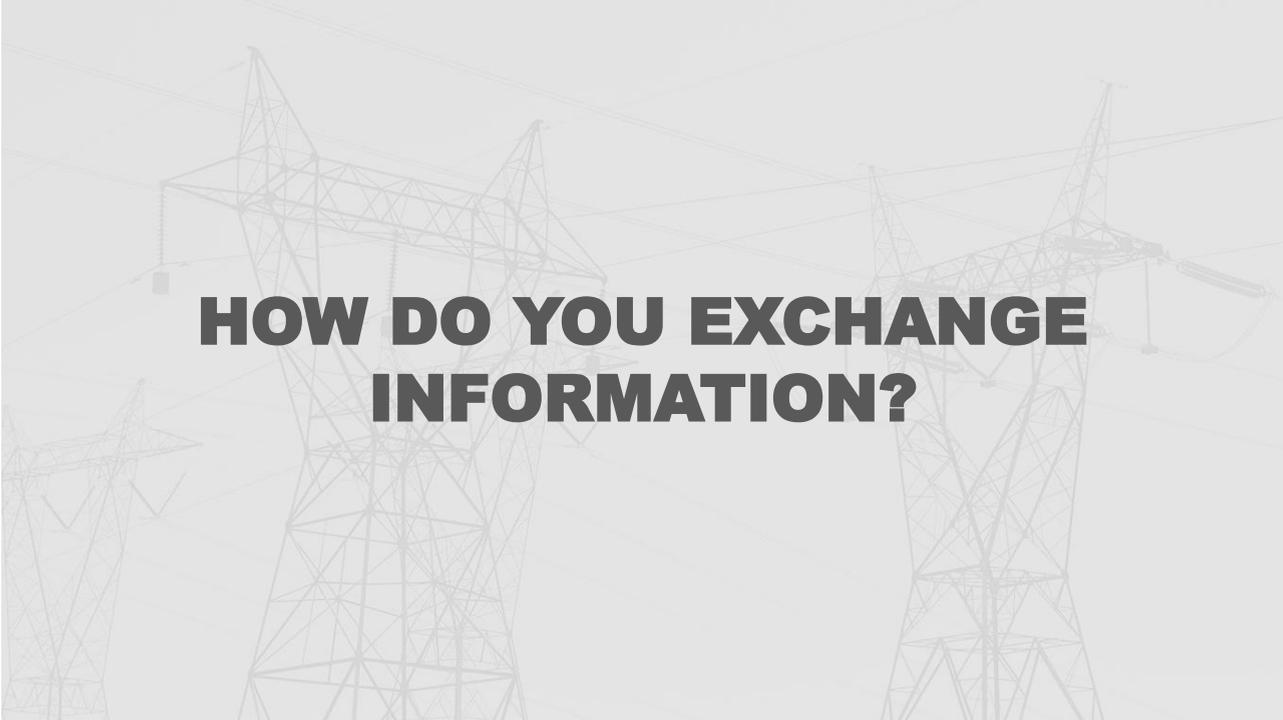
FULL DOCUMENT LIST

From the Department:

1. Resume / CV
2. Academic Credential Evaluation
3. Signed Letter of Offer
4. Signed Letter of Addendum
5. Job Description
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7. CTTD = Controlled Technology/Technical Data License Compliance Attestation
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From the Foreign National:

1. Resume / CV
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3. Degree Diploma
4. Official Degree Transcripts
5. Passport pages
6. Latest I-94
7. Latest Travel History
8. All I-20s, DS-2019s, EADs (as applicable)
9. All receipt or approval notices to active green card case (as applicable)
10. 212(e) waiver or proof of home residency (as applicable)



HOW DO YOU EXCHANGE INFORMATION?

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DOCUMENT SHARING



Dropbox



OneDrive



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TAKE A DEEP BREATH



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33

... AND HOLD IT



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TIMELINE

Ideal H-1B timeline:

- ▶ 9 months prior to start date – department gives you the signed offer letter to begin the visa process
- ▶ 1-2 weeks – gather documents and information and initiate case
- ▶ 1-2 weeks – UFHR reviews and requests follow-up information. They submit case to Fragomen
- ▶ *1-3 weeks – Fragomen reviews case, requests follow-up clarifications. They file application for the Prevailing Wage Determination
- ▶ *Wait 5 months to get the response which is below offered salary
- ▶ *10-14 days – Labor Condition Application posted and filed
- ▶ Within one month of start date, Fragomen will file H-1B petition
- ▶ Since you filed with Premium Processing, adjudication within 15 business days.
- ▶ Email confirmation of approval and 1 week for Fragomen to get the digital copy of the I-797 approval notice. (Start the Hire ePAF to initiate GatorStart with Section 1 of the Form I-9)
- ▶ 1 week, paper copy is received by UFHR (Complete Section 2 of Form I-9 and E-Verify)

*O-1 visa, gathering extensive supporting documents and create petition

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KATIE DAVISON

Human Resources Specialist III
UF/IFAS Human Resources, Diversity & Inclusion

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