

Application For Non-Academic Staff H1B Visa Sponsorship

It is Cornell University policy to support H1B visas for academic positions only.

By seeking H1B visa support for a non-academic position, you are requesting an exception to University policy. Such a request should only be submitted after careful consideration and with the support and approval of the appropriate college/unit Human Resources representative or the Department Chair.

If your request is approved for university sponsorship of the H1B visa, the worker will be permitted a maximum of 6 years of H1B status (may include previously held H1B status).

Instructions for submission of this form:

Please make **two (2)** copies of this form:

Return one copy to:

Allan Bishop, Director
Recruitment & Employment Center
337 Pine Tree Road
Ithaca NY 14850
email: adb10@cornell.edu
fax: 254-8305

Return the second copy to:

Laura Taylor, Associate Director
ISSO
B-50 Caldwell
email: lbt1@cornell.edu
fax: 255-2778

Note: In some cases, units may seek University support for permanent residency for workers in non-academic positions. Please be advised that support of these requests is extremely rare, costly and time consuming and require the approval of the Provost. Contact ISSO to discuss permanent residency requests.

Note: Approval of H1B status for non-academic workers does not indicate support for permanent residency.

IN ORDER TO ALLOW AN INFORMED DECISION TO BE MADE, PLEASE BE SURE TO COMPLETELY RESPOND TO ALL SECTIONS OF THIS FORM.

1. Contact Information

Hiring Department: _____

College/Unit: _____

Position Supervisor: _____ Email/Phone: _____

Administrative Contact: _____ Email/Phone: _____

2. Approval

Name: _____

Date Approved: _____

Title: _____

3. Information about position

University Job Title: _____

Summary of Duties: _____

Minimum degree or certification **required*** for the position: _____

(Note: United States Citizenship and Immigration Services regulations minimally require the position require a bachelor's degree to consider an H1B request)

*The minimum requirement for the title as found in the University Job Title Summaries <http://www.ohr.cornell.edu/hr/hrManage/recruitHirePay/staffClassificationComp/jobTitlesStructure/jobTitleSummary/jobFamily.html>

Special Qualifications needed: _____

Term of Position (i.e. 1 yr, 3 yr, on-going): _____

If on-going, describe how you intend to complete the work after the H1B status has expired.

4. Information about search

Describe in detail you recruitment efforts including when, where and how long the position was advertised.

TOTAL Number of candidates who responded: _____

How many applicants indicated in their on-line application that they required visa support?

How many applicants, not requiring visa support, were qualified for the position? _____

When do you hope to fill the position? _____

What is the term of the employment offer? _____

Salary: \$ _____

5. Information about applicant

Name: _____ Email/phone: _____

Citizenship (list all if multiple): _____

Country of Permanent Residence: _____

Education: **(please attach copy of CV or resume)**

If in the U.S., what is the current visa status and expiration date? _____

Has the applicant ever been on a J-1 visa (Yes or No)? _____

If "yes", is the applicant subject to the two-year home country physical presence requirement (Yes or No)? _____

Has the applicant ever been on an H visa (Yes or No)? _____

If "yes", for how long (total of years and months)? _____

Has a petition for US permanent residence been filed by this person or on his or her behalf?

Does the applicant have any U.S. citizen or Permanent Resident relatives; mother, father, spouse (Yes or No)? _____

