

1. Contact Information

International Faculty / Staff Information

Family Name:	Given Name:
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E-mail:

Department Contact Information

(This is the person responsible for helping CISP facilitate the visa process)

Last Name:	First Name:
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E-mail:	Extension:
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2. Appointment Information

**Please provide the following documentation for all New, Transfer, Change of Status and Extension Requests.
Send all documents via email to iss@csusb.edu**

Appointment Title:

H-1B Request Type: SELECT ONLY ONE

- H-1B New:** Applicant is currently outside the United States.
- H-1B Change of Status:** Applicant is currently in the United States in another visa status other than an H-1B.
- H-1B Transfer:** Applicant is currently on an H-1B at another employer.
- H-1B Extension:** Applicants is currently working at CSUSB on an H-1B.
- H-1B Amendment:** Applicant is currently working at CSUSB on an H-1B and there is a change in the position since the H-1B was last filed. (e.g. duties change, salary change, work location change, etc.)

Requested H-1B Start Date (mm/dd.yyy):	Requested H-1B End Date (3-years from start date) (mm/dd/yyyy):
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Annual Salary:	CSU Bargaining Unit:
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3. Job Description

- Job Description provided below. Job Description Attached.

H-1 B Employer Statement

(to be signed or completed by direct supervisor, Department Chair or Dean)

California State University, San Bernardino must submit a Labor Condition Application (LCA) to the U.S. Department of Labor and have it approved before submitting the H-1B petition to the U.S. Citizenship Services.

NOTE: Per 20 CFR § 655.734 the employer must provide notice of filing of a Labor Condition Application (LCA) to employees at the worksite. For positions covered by a collective bargaining agreement, notice shall be given to the collective bargaining representative (electronic posting). For non-union position, a paper notice shall be posted for ten days in at least two conspicuous locations at the work site where the H1B employee will be working. After the posting period has ended please return the original notices to CISP

Please read statements below and certify that hiring department will abide by them.

1. The salary being paid to the above-named employee is at least the actual wage being paid to all other individuals with similar experience and qualifications for the specific employment in question or the prevailing wage level for the occupation in the area of employment, whichever is higher.
2. The vacation time, sick leave and other benefits offered to this employee are equivalent to that offered to other US workers in the same classification.
3. Employing this person will not adversely affect the working conditions of US workers similarly employed.
4. There is no strike, lockout or work stoppage due to labor dispute in this occupation.
5. We agree to comply fully with the terms of the LCA stated above for the duration of the employee’s employment in H-1B status, including paying the listed salary as of the H-1B petition approval date.
6. We agree to notify CISP if any material change occurs such as change in the appointment title, significant salary changes, employment locations and reduction in hours must be cleared with the Center for International Studies Program office prior to changes happening.
7. We fully understand that any willful violation connected with providing inaccurate information in this LCA may incur severe penalty that has long-range impact on CSU, San Bernardino campus.
8. As required by DHS, we agree to pay the reasonable cost of return transportation to the employee’s home country if s/he is dismissed before the end of the authorized period of H-1B employment.
9. We confirm that the H-1B employee will not have access to export-controlled information.

If your research might be subject to export control or you have questions regarding export control compliance, contact Michael Gillespie, Research Compliance Officer, at mgillesp@csusb.edu or (909) 537-7588. Additional information can be found at [Office of Academic](#)

4. Signature: _____	Today’s date: _____
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5. CISP Office Use Only

Reviewed by: _____ **Date:** _____

International Faculty / Staff Name	
Family Name:	Given Name:
Document Collection	
Hiring Department	Timeline / Fees
<input type="checkbox"/> CISP Department H-1B Visa Request Form. <input type="checkbox"/> Copy of signed appointment letter (CISP works with Academic Affairs or Human Resources to obtain). <input type="checkbox"/> Copy of job description of current duties (CISP works with Academic Affairs or Human Resources to obtain)	<p>Center for International Studies and Programs (CISP) processing timeframe: Allow 30 days to prep the application from the date <u>all</u> the applicable documents are received by CISP. USCIS takes an additional 15 days to 11 months.</p> <p>CISP: 2 weeks – ETA Form 9035 Labor Condition Application to be approved before sending the application to USCIS. 2 weeks – I-129 application and supplements processed.</p> <p>USCIS: 8-11 months – USCIS processing times for the I-129 Petition for a Non-immigrant Worker (H-1B visa). 15 days – USCIS processing times when applied with the Premium Processing fee (fee is \$2500).</p> <p>Fees: Departments must pay USCIS filing fee (s) for each application. A check request must be sent to Accounts Payable to by way of a "Fee memo." The fee memo is used to request U.S. Citizenship and Immigration Services (USCIS) filing fees in one or all the amounts listed below.</p> <p>Each filing fee must be in a separate check. Checks are made payable to the "Department of Homeland Security."</p> <p>⇒ USCIS I-129—Filing fee \$460.</p> <p>⇒ USCIS Anti-Fraud Fee \$500 (Fraud Prevention and Detection fee of \$500 is not required extensions).</p> <p>⇒ USCIS Premium Processing fee \$2500 (This is the applicant's responsibility, the department may choose to pay this fee if so desired).</p>