

Office of the Chancellor and Provost
Hampton University
Hampton, Virginia 23668

H-1B Friendly Hiring Procedures

The purpose of this form is to standardize objective hiring procedures to include international workers. While every effort must be made to hire U.S. Citizens, this may not always be possible. Thus, we have included a [H-1B Wage Worksheet](#) to be completed for **all** vacant or new positions. You must follow this process prior to posting a job announcement for the positions indicated below. The H-1B Wage Worksheet can be found on page 24 of the above link and general instructions for completing the worksheet on page 23 (detailed instructions can be found on pages 18-22 of Appendix A of the same link). For all other italicized forms, please refer to the attachments.

Position:	Required Posting Procedure:
Researcher	Internal: Post on HR's website and on a physical department hiring bulletin.
Post Doc	
Faculty	External: Post on the Virginia Workforce Connection website and other job search sites such as Indeed.com, Higher Ed Jobs and Diverse Jobs.
Director	
Principal Investigator	
Note: H1-B is probable, but not limited to these positions.	

Process 1:

- a. The Department determines if university or grant/external funds will be used for the vacancy or new position. Department fills out a *Budget Verification Sheet*, provides a job description based on the *Office of Human Resources Job Description Template*, prepares a *Wage Worksheet* using the [ACWIA Database](#) and the OES Profession Catalog/ [ONet Profession Catalog](#) and sends it to the Dean for signature of approval.
- b. Upon approval, the above-mentioned documents and the supporting information must be sent to the Contracts Officer in the Office of the Chancellor and Provost.
- c. Afterwards, the H-1B Committee will review documents and send a response via email.

Process 2 (If foreign national is selected from job posting or advertisement, complete the steps below.):

- a. Upon approval of the, H-1B hiring request by the H-1B Committee, the department prepares an *Authorization to Hire Internal/External Personnel Under Funded Projects/Grants, Etc. or Request for Contract*.
- b. Attach all documents listed on the '*New Faculty Hiring Packet Checklist*'.

- c. Upon receiving approval (via email), the department checks with International Office for any updates in immigration fee's, forms, or relevant details. A checklist of fees, forms and portfolio contents are emailed to department, not including dependent or premium processing forms (ancillary forms.) The individual is responsible for any additional forms ancillary to the I-129 withstanding the online Labor Condition Application (LCA). The department gives checklist from the International Office to new hire. The department is responsible for providing university checks for payment of fees to the new hire. New hire is responsible for completing the *H-1B Questionnaire*, attaching all items on checklist (copies of identification documents) attaching ancillary forms and mailing or delivering them to the International Office. The complete process must be timely as the LCA approval takes approximately 5 business days and the International Office has a 5 business day policy (under normal circumstances the estimated processing time is 10 business days.).
 - d. The new hire schedules an appointment with the International Office.
 - e. The new hire brings original identification documents and a cashier's check or money order for notary to the appointment. Upon notification of approval, the new hire must pick up approval document, print and mail forms, portfolio and checks to USCIS.
-

H-1B Extension Procedures

The purpose of this form is to outline the H1-B renewal process.

Process:

- f. The department checks with International Office for any updates in immigration fees, forms, or relevant details. A checklist of fees, forms and portfolio contents are emailed to department, not including dependent or premium processing forms (ancillary forms.) The individual is responsible for any additional forms ancillary to the I-129 withstanding the online LCA. The department gives checklist from the International Office to H-1B participant. The department or individual is responsible for providing checks for payment of fees to the International Office.
- g. The H-1 B participant schedules an appointment with the International Office.
- h. The H-1 B participant brings cash or a money order for notary to the appointment and brings all forms on the checklist and those ancillary. The complete process must be timely as the LCA approval takes approximately 5 business days. Upon notification of approval, the new hire must pick up approval document, print and mail forms, portfolio and checks to USCIS.

Office of the Chancellor and Provost
Hampton University
Hampton, Virginia 23668

Citizenship Verification

Instructions for the Unit Head/Principal Investigator: This form must be completed for individuals who are not U.S. Citizens and those who possess a Permanent Resident Card. After the chair or dean obtains all signatures, submit completed form with attached VISA and I-94 Form or Permanent Resident Card to the attention of the Contracts Officer in the Office of the Chancellor and Provost.

Name _____ Social Security Number (last four digits) _____

Address _____

School _____ Department _____

Rank and/or title _____

Will the individual be paid using grant funds? ____ yes ____ no. If yes, provide grant name and number _____ Proposed Salary _____

Chairperson's Signature _____ Date _____

Dean's Signature _____ Date _____

Contracts Officer (in the Office of the Chancellor and Provost) _____ Date _____

THIS SECTION TO BE COMPLETED BY THE INTERNATIONAL OFFICE

Please respond below and return to the attention of the Contracts Officer in the Office of the Chancellor and Provost for inclusion in the hiring packet.

Indicate type of VISA and expiration date _____

or

Indicate Permanent Resident Card expiration date _____

- ____ 1. Yes, you may proceed with the hiring process.
____ 2. No, you may not proceed with the hiring process.
____ 3. You may proceed with the hiring process; however, not the following:

Other Comments: _____

Signature of Immigration Specialist _____ Date _____

HAMPTON UNIVERSITY
HAMPTON, VIRGINIA 23668

Authorization to Hire Internal/External Personnel
Under Funded Projects/Grants, etc.

_____ Internal Personnel

_____ External Personnel

Permission is requested to engage the individual identified in an academic position at Hampton University.

Name: _____
First Middle Last Title HU Identification Number

Mailing Address _____ (H)
Street City State Zip Area Code Telephone Number

_____ (O)

Responsibilities and Salary

I should like the individual identified above to serve as _____
Position

in the _____
(program, course, project or grant)

Specific responsibilities will be _____

The duration of the assignment will be from _____ to _____ for a total of _____ semesters.

or _____ weeks or _____ hours. The recommended salary is \$ _____

This position is authorized in _____
(Identify project/grant/program by title and number)

New position Continuation Temporary Replacement Replacement for _____

I certify that the individual recommended has the credentials and experiences necessary to maintain the integrity of the program.

Signature Position Date

Administrative Approval

_____ Approval _____ Non-Approval _____ <small>Chair Date</small>	_____ Approval _____ Non-Approval _____ <small>Dean Date</small>	_____ Approval The salary and position is authorized in Budget # _____ _____ <small>Grant Officer Date</small>
_____ Approval _____ Non-Approval _____ <small>Vice President for Business Affairs and Treasurer Date</small>	_____ Approval _____ Non-Approval _____ <small>Chancellor and Provost Date</small>	_____ Approval _____ Non-Approval _____ <small>President Date</small>

Employment application, transcript(s), letters of reference, resume, INS documents must be attached.

Hampton University
Hampton, Virginia 23668

Office of the Chancellor and Provost

Budget Verification Sheet

Budget Verification Sheet: The purpose of this form is to demonstrate a valid budget for the endeavor.

Date of Form Initiation: _____

Vacancy or New Position:

Name of the Position: _____

University Funded or Grant/External Funded:

Provide the following:

- a) Printout of account from Banner
- b) Department/Program Budget for Salary
- c) Total Salaries Committed
- d) Proposed Salary

Department or Program Name: _____

Signature of Department Chair/Program Director: _____

Date of Signature: _____

School Name: _____

Signature of School Dean: _____

Date of Signature: _____

General H-1B Questionnaire

This questionnaire and the attached checklist must be completed in full by the H-1B applicant and returned to your department, not stapled.

Department offering you a position:

Department Chair/ Principal Investigator:

School Dean:

I. Biographical Information

Date of Birth (mm/dd/yyyy):

Name:

Family Name (Last Name)

Given Name (First Name)

Middle Name

Gender:

Country of Citizenship:

Country of Birth:

Country of Legal Permanent Residence (if different from country listed above):

Passport Number:

Foreign Address:

Street Address

City

State

Postal Code

Country

Current Address:

Street Address

City

State

Postal Code

Country

Personal E-mail:

HU E-mail:

II. Immigration Information

Current Immigration Status:

Current Stay Expires (mm/dd/yyyy):

Current I-94 Number:

Expiration of I-94 (mm/dd/yyyy):

Date of Last Entry into U.S. (mm/dd/yyyy):

U.S. Embassy/Consulate in a foreign country (NOT U.S.) at which you last applied for, or will in the future apply for, a visa or enter the U.S. (Not applicable for Canadians):

City

Country

III. Job Information:

Job title:

Is this job located on campus ?

Yes

No

*If no, please provide complete address below:

Street Address

City

State

County

Postal Code

If you will be working at multiple locations, or will be physically at a non-campus location on a frequent or prolonged basis, please explain and provide information about length of time at (each) location, number of visits (if more than one) and complete street address location (with county, if known):

IV. Family Information (if applicable)

Your Marital Status:

Please check all that apply

Family members will accompany you to the U.S.

Family members are already in the U.S.

Family members will join you in the U.S. at a later date

No family members will come to the U.S.

If you have a spouse and/or children that are **currently living in the U.S.** or that are living abroad but who eventually intend to join you in the U.S., please complete the following for each family member, even if he/she/they have their own status. (Add more pages if needed)

Name:
Relationship to you:
Date of Birth (city and country):
Country of Citizenship:
Country of Legal Permanent Residence (if different than country listed above):
Current/Future Immigration Status:
Date of estimated arrival in U.S. (mm/dd/yyyy):

Name:
Relationship to you:
Date of Birth (city and country):
Country of Citizenship:
Country of Legal Permanent Residence (if different than country listed above):
Current/Future Immigration Status:
Date of estimated arrival in U.S. (mm/dd/yyyy):

Name:
Relationship to you:
Date of Birth (city and country):
Country of Citizenship:
Country of Legal Permanent Residence (if different than country listed above):
Current/Future Immigration Status:
Date of estimated arrival in U.S. (mm/dd/yyyy):

If your family members are already in the United States, even if they are in another status, please send copies of their I-94 information (front and back), passport identification page, marriage and birth certificates and visas.

***Please note that any children over 21 years old will not qualify for dependent status. Any children who turn 21 while in the U.S. in dependent status will automatically have the status terminated on their 21st birthday and will need to qualify for their own status after that date to legally remain in the U.S.**

GENERAL H-1B CHECKLIST:

Please be advised that estimated processing times and fees are subject to change without notice due to changes in the regulations/ laws and/or due to backlogs within a particular government agency. The International Office does not control delays of this nature. The I-539 and I-907 is mentioned on this checklist, but both forms remain the sole responsibility of the applicant.

-Anti- Fraud Fee \$500

-Application Fee \$460

-Premium Processing Fee \$1,225 (process currently suspended)

-I-907 form needs to be completed for premium processing

(If you did not personally verify the denominations of the fees in check form, submit separate checks for each fee and address the fees to the Department of Homeland Security.)

- Copy of Visa

-Copy of resume/vita

-Copy of degree and transcripts. If non-US degree, must provide copy of original (non-English) diploma and transcripts, a certified translation and an evaluation by a credentials evaluation service. Unofficial copies of transcripts may be accepted. Transcripts should clearly indicate the degree earned, date earned, and field of study.

-Copy of Passport Data Page

-Copy of current and past I-94s, all prior visas, prior I-797 (USCIS) approval notices, I-20 forms, EAD cards, and DS- 2019/IAP -66 forms.

-Copy of last three pay stubs from current employer, **only if in H-1B status to prove proper maintenance of this status.**

-Individuals who have previously been in the U.S. in J-1 or J-2 status may be subject to a 2 year home residency requirement. If a waiver has been obtained, please provide a copy of waiver approval notice from both DOS and USCIS.

-If an H-4, TD, E-3 or O-3 dependent application will be processed simultaneously if the dependents are already in the U.S., the following documents are needed for the spouse and children:

-Form I-539 with attached filing fee of \$370 in the form of a personal check or a money order made payable to the Department of Homeland Security.)

-Please note: Form I-539 should contain the spouse and dependent's information only, not the prospective employee's information.

-Passport data page(s), visa(s), I-94 cards and copies of all prior immigration status documents

-Marriage Certificate

-Birth Certificate

-If the dependents are outside of the U.S. and will not enter the U.S. until after your H-1B petition has been approved, No I-539 needs to be filed. It can only be filed if dependents are in the U.S.

V. Important Notice

The University cannot guarantee any outcome or result from the nonimmigrant H-1B visa process for any potential or current employee. U.S. Citizenship and Immigration Services (USCIS), a division of the U.S. Department of Homeland Security, reviews applications and petitions and makes final decisions on whether or not to grant the requested status.

An Immigration Specialist is a University employee and is not your personal immigration attorney. Information provided by the International Employment office is not intended as legal advice. The Office of General Counsel is the only authorized legal counsel for Hampton University. Therefore, there is no attorney-client privilege between you and the International Employment Manager, or between you and anyone else working for the International Employment unit. All information disclosed to International Employment staff, including the Manager, may be shared with other individuals within the University as appropriate or required. The International Employment office cannot give recommendations about immigration issues that are outside the scope of your employment with the University. The International Employment unit also does not provide any immigration services to any family members, and is not responsible for their immigration status or issues.

If Hampton University agrees to petition for nonimmigrant status and/or permanent residence on your behalf, and subsequently receives an "Intent to Deny" or "Denial" from USCIS, the University has no legal obligation to respond to the Intent to Deny, or to appeal the Denial, if the basis for such decision is an issue personal to you and is not related to your employment or the University. Examples of such personal issues include, but are not limited to, fraud (including marriage fraud or attempted marriage fraud), misrepresentation or concealment of a material fact or issue, pre-employment violations of immigration law or status, or any other issue personal to you that resulted in the Intent to Deny or Denial decision.

SIGNATURE AND ATTESTATION

I attest that the information provided above is accurate and truthful. I attest that all photocopies that I have provided or will provide to the university are exact photocopies of unaltered, original documents. I understand that upon the university's request, I must provide immediately any and all original documents. Further, I authorize the release of any information by the university to the U.S. Citizenship and Immigration Services that is needed by that agency to determine my eligibility for the benefit being sought.

Printed Signature:

Signature:

Date:

OFFICE OF THE CHANCELLOR AND PROVOST
HAMPTON UNIVERSITY
HAMPTON, VA 23668

NEW FACULTY HIRING PACKET CHECKLIST

THE FOLLOWING ITEMS **MUST** BE SUBMITTED FOR ALL NEW FACULTY & ADJUNCT FACULTY:

- ____ New Faculty Information Sheet
 - ____ Background Check Form
 - ____ State Tax Form (VA-4)
 - ____ Federal Tax Form (W-4)
 - ____ I-9 Form to include two (2) forms of proper identification
 - ____ Pages 19 and 20 of the Intellectual Property Rights document as well as the Acknowledgement page
 - ____ Letters of Reference (Three originals)
 - ____ Official Transcript(s) of highest degree (Please submit a copy until the official Transcript is received.)
 - ____ Hampton University Application to Hire (The application **MUST** be fully executed.)
 - ____ Resume/Curriculum Vitae
 - ____ Documentation of Faculty Qualifications Form
 - ____ Voluntary Self-Identification of Disability Form
 - ____ Race and Gender Voluntary Disclosure Form
 - ____ Invitation to Self-Identify (VEVRAA)
 - ____ Citizenship Verification Form (if applicable)
- (Revised, April 2017)

HAMPTON UNIVERSITY
HAMPTON, VIRGINIA 23668

REQUEST FOR CONTRACT

NAME: _____
(Indicate Mr., Ms., Mrs., or Dr.) (First) (Middle) (Last) SSN (last four digits only)

Mailing Address: _____
(Street) (City) (State) (Zip)

Telephone Numbers: HOME: _____ WORK/BUSINESS: _____
(Area Code/Number) (Area Code/Number)

Email Addresses: _____
Prospective Faculty Member Department Chairperson Department Secretary

POSITION STATUS (Check the appropriate blank):

____ New Slot OR ____ Replacement for (Name) _____

CONTRACT TYPE (Check the appropriate blank):

____ Temporary Appointment/Annual Prior Experience Prior Credit Toward Credit
____ Probationary Appointment/Tenure Track (Years) Tenure (Years)
____ Tenure _____

CITIZENSHIP

____ U.S. OR ____ *Other

THE FOLLOWING DOCUMENTS **MUST** BE ATTACHED:

- ____ Approved Faculty Interview Sheet
- ____ New Faculty Information Sheet
- ____ State and federal tax withholding forms. To obtain an online copy of state and federal tax forms, please copy and paste the appropriate address displayed below into your web browser.
 - State Tax Form**
http://www.tax.virginia.gov/web_pdfs/busForms/va4.pdf#search='Employee's%20Virginia%20Income%20Tax%20Withholding%20Exemption%20Certificate'
 - Federal Tax Form**
<http://www.irs.gov/pub/irs-pdf/fw4.pdf#search='Employee's%20Withholding%20Allowance%20Certificate'>
- ____ I-9 form (This form is on our website. Only complete Section 1 and by the third day of employment, send the new individual to the Office of the Provost with proper identification to complete the remainder of the form.)
- ____ **Pages 19 and 20** of the Intellectual Property Rights document as well as the **acknowledgement page**.
- ____ Letters of Reference (Three originals on business letterhead)
- ____ Official Transcript indicating highest degree (Please submit a copy until the official transcript is received.)
- ____ Hampton University Application to Hire (The application **MUST** be fully executed.)
- ____ Resume/Vita
- ____ Documentation of Faculty Qualifications form
- * ____ Citizenship Verification form (Individuals who are not U.S. Citizens should complete the Citizenship Verification form. This form must be completed before the hiring process can begin. An individual's contract should not extend beyond the expiration of his or her VISA.)
- ____ Approval memorandum from the Office of Human Resources regarding the background check/drug-pre screening

Title: _____ Marketplace \$ _____
(Rank) (Department/Area) Contract Amount \$ _____

Departmental Budget Number _____
(The salary will be charged to this account) Index Fund Org Account Program

Contract period: Beginning Date: _____ Ending Date: _____

____ 1st Semester ____ 2nd Semester ____ 9 month ____ 12 month ____ Other (Specify) _____

Request submitted by: _____
Chairman Department Date

Dean School Date

Provost Date