

INITIAL H-1B QUESTIONNAIRE

(To be completed by the employing department)

ABOUT THE EMPLOYEE YOU WISH TO SPONSOR FOR H-1B:

Name: _____
Last/Family *First* *Middle*

Date of Birth: _____ Country of Citizenship: _____
MM/DD/YY

Telephone Number: _____

E-mail address: _____

Other Special Requirements (e.g. licenses, certifications, specialized skills/techniques):

Will this individual supervise other employees? _____ No _____ Yes If so, how many? _____

Do you wish to sponsor this individual for permanent residency (“green card”) _____ Yes _____ No
_____ Undecided at this time

(Per SUNY policy, faculty may begin discussions regarding sponsorship for Permanent Residency immediately upon commencing employment with the university. Other employees may begin discussions after six months of employment with the university. The University will only support immigrant processing for positions that are considered “permanent” in nature, including tenure-track teaching or research positions, and other positions which are intended to continue for a minimum period of three years)

*(If you wish to sponsor an employee for permanent residency, a competitive recruitment and search, including at least one print advertisement **OR** an electronic or web based advertisement with a national professional journal posted for at least 30 days, must have been completed)*

(In order to avoid additional expenses, you should begin the PR process within 18 months of the original offer letter)

RECRUITMENT EFFORT:

Date of posting OR series of dates if electronic ad (30 days required): _____

Methods of advertisement *(must include 1 print ad Or electronic or web based ad with a national professional journal posted for at least 30 days):* _____
