

## Employer Questionnaire Instructions

### Basic Information

- **Is this an urgent case needing USCIS approval in less than 5 months?**

Any case initiated by the department within 4 months or less of the visa start date will be charged additional rush fees per the [UF Fees and Rush Chart](#) on the [UFHR Immigration Compliance Services](#) website.

- **Name of department contact person**

The departmental staff that will be the main point of contact and liaison between the IFAS Immigration Specialist, the unit's chair/director, and the employee's supervisor (if applicable).

- **Name of employee's direct supervisor**

The person that directly supervises the employee and provides faculty evaluations (for faculty) or UF Engaged (for staff).

- **What type of visa is to be initiated?**

- F-1 Student – only initiated through UF International Center
- J-1 Scholar – only initiated through UF International Center
- H1B Specialty Occupation – requires a prevailing wage determination
- O1 Extraordinary Achievement or Ability – must be pre-screened by IFAS Immigration Specialist before case is initiated
- TN – Must have a current Canadian or Mexican passport
- E3 Specialty Occupation – Must have a current Australian passport

- **What type of case will this be?**

- New visa = not currently employed anywhere at UF and needs visa before position starts
- New visa status for current employee = current employee in a different visa status needs to change status to maintain work authorization in the US
- Visa extension = extending current visa status
- Change of Employer = employee has visa status but with a different employer outside of UF

- **When does the department want this visa status to start?**

This is not necessarily the first day of employment. This is the date the visa must begin for the employee to start/continue working at UF.

- **Employee Name** = exactly as written on passport
- **Employee UFID** = \*not a required field if UFID has not been created
- **Employee's email address** = best email for IFAS Immigration Specialist to make initial contact
- **Employee's phone number** = best phone number for IFAS Immigration Specialist to make initial contact. Include the country code if it is an international phone number. (\*not a required field)

## **Employee Details**

Specific details about the employee's education and immigration history

- **What degree(s) does the employee hold? (include field of study)**

Provide all degrees and their fields of study that qualify the employee for the position.

- **Institution name where highest degree was obtained (if outside US, indicate country)**

What university or institution did the employee received the highest degree that qualifies them for their position. If obtained outside the US, the employee must have an Academic Credential Evaluation completed by a [current member of NACES](#). (If the diploma and transcripts were not issued in English by the institution, a certified English translation will be needed too)

- **Is the employee currently in the US?** (self-explanatory)
- **(If answer is yes) What is the employee's current immigration status?**

The most current status that allows them to be legally in the US at this moment.

- **(If answer is yes) What is the current expiration date?**

The expiration or program end date as listed on their current status document (I-94, DS-2019, I-20, EAD, I-797)

- **What is the employee's home country?**

If employee is a citizen of more than one country, provide the name of the country they last resided.

## **Position Assignment Details**

Details about the position itself and not the employee

- **Position's Title**

The official UF classification that will be given to the employee at the time the visa begins.

- **Position Number in myUFL**

This is the number assigned to the position the employee is or will be employed into. Type in "OPS" if this is a postdoctoral appointment or other OPS employment.

- **Annual Salary to be paid to employee?**

The annual salary that will be provided to the employee at the time the visa status begins.

(\*\*Please note that H1B and E3 visas require a prevailing wage determination. On the effective date of the visa, either the offered wage or the prevailing wage must be paid to the employee, whichever is higher.)

- **What field(s) of study are considered during a search for candidates for this position?**

List the field(s) of study that were considered when this job position was posted in Careers@UF and the supervisor was narrowing down the list of applicants.

- **List the physical address(es) of the job location(s)**

The US Department of Homeland Security requires that they are provided addresses of all locations that the position will be working. No PO Box addresses are allowed, only physical map addresses.

- **Is the position remote or hybrid?**

Was the position posted and hired as a remote or hybrid-remote job?

- **(if answer is yes) What is the employee's remote physical address?**

Provide the physical address of the employee's remote location (ex. home/residential address)

- **List all grant and/or research project numbers that will be associated with this position?**

Needed by UF Research Integrity, Security and Compliance (UF-RISC). If this position will not be associated with any grants/projects at time of visa start, please put "none".

- **Does this position directly supervise other employees?**

Mark yes only if this position is (or will be) listed as direct supervisor for any employee in PeopleSoft.

- **(if answer is yes) List the title of those supervised and how many of each.**

Only list the classifications, position numbers are not needed (ex. 1-Biological Scientist II; 2-GAs; 1 OPS)

- **Will traveling be required of this position?**

This is in reference to overnight travel. US DHS requires employers to pay all travel expenses and all meals for international employees. If daily travel is required between offices, those addresses should be listed

- **(If answer is yes) Explain what travel will be required and why. (self-explanatory)**

## **Funding Information**

Details regarding how the case will be financed

- **Is this a tenure accruing faculty position?** (self-explanatory)
- **(if answer yes) What is the full chartfield(s) to be used to pay expenses beyond the initial \$5,000, if needed?**

Tenure accruing faculty positions are granted \$5,000 from the IFAS SVP to be used towards the initial immigration costs. Any amount over that \$5,000 must be paid by department-controlled funding. If more than one chartfield will be used, indicate amount allowed on each one.

\*\*Start-up Funds may not be used for their personal immigration cases.

- **(If answer no) What is the full chartfield(s) to be used to pay all immigration expenses?**

Unless otherwise stated by the IFAS Immigration Specialist, all immigration costs must be paid for by the department. If more than one chartfield will be used, indicate amount allowed on each one.

- **How will the FedEx shipments of immigration documents be paid for?**

All shipments must be paid for by the department. Shipments will include:

1. Shipment of petition from Fragomen (Miami) to USCIS (California)
  2. Shipment of original documents from USCIS to Fragomen
  3. Shipment of original documents from Fragomen to UF (or employee, if outside US)
  4. Shipment of original documents from IFAS-HR to unit (if outside of Gainesville)
- **Option 1: Department FedEx account** – will be used as a third-party payor
  - **Option 2: Chartfield already provided in previous answer**
  - **Option 3: Different chartfield** – provide chartfield to be used to reconcile IFAS-HR's FedEx account transaction

- **Who will pay the Premium Processing fee (\$2,500)?**

Premium Processing Service (PPS) must be paid by the department for any new visa or change of employer cases. The employee may only personally provide the amount for extension cases.

\*\*If neither party pays the PPS fee and the case is within one month of the employee's work authorization expiring, the department will be required to pay the fee plus a \$500 case conversion fee (\$3,000 total).

## **Document Uploads**

Upload only those easily accessible at time this form is completed.

- CV/Resumé
- [Academic Credential Evaluation/translation](#)
- Diploma
- Official Transcripts
- Signed Letter of Offer
- Passport biometrics page
- Signed Letter of Addendum
- Job Description/Position Announcement
- Job Posting
- [Latest I-94 & Travel History](#)
- Other pertinent immigration documents