

EMPLOYMENT-BASED H1B VISAS AND PERMANENT RESIDENT STATUS

Guidelines on Documentation and Timelines

The California State University, Northridge provides assistance to faculty and research scholars in preparing, compiling and submitting of required documentation for initial employment visas, transfers, and renewals. For more information, applicants should immediately contact Daisy Lemus in the Office of Faculty Affairs at (818) 677-2962, or at dlemus@csun.edu.

Research Scholars: To initiate the process, please complete the H1B Data Collection Form and submit to your faculty sponsor. The faculty sponsor will work with Faculty Affairs to complete the process and secure the visa.

Tenure-track Faculty: To initiate the process, upon signing your offer letter, notify the CSUN Department Chair that you need to apply for or renew a visa. The Department Chair must immediately communicate the need for a visa to the Office of Faculty Affairs.

Required Documentation for NEW H-1B Visas:

Document	Source/Responsibility
Approved Labor Condition Application (ETA9035E)	University
Copy of employers salary schedule	University
H-1B Data Collection Form (on the Faculty Affairs site)	Applicant
Two letters of support	Dean and Chair
Copy of alien's highest degree diploma	Applicant (if applicant is a visiting researcher) University (if applicant is a tenure-track faculty)
Appointment letter (offer of employment)	University: Host Department (if applicant is a visiting researcher) Faculty Affairs (if applicant is a tenure-track faculty)
Copy of Passport	Applicant
Copy of current visa and I-94 (if the applicant is in the U.S.)	Applicant
Petition for a nonimmigrant worker (I-229) (\$325.00)	University
Fraud, Prevention and Detection Fee (\$500.00)	University
Signature of authorized University official	University
Filing of the above documents to USCIS	University

Processing and filing of visa extensions and transfers:

Document	Location or Source	Office or person responsible
Applicant letter	Application	Applicant
Course Evaluations	Applicant	Applicant
I-94 Form	Applicant Passport	Applicant
Filing of documents	University	University

Once complete, the Office of Faculty Affairs will file all materials on behalf of the applicant to the Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS).

Any document listed as the Applicant's responsibility must be submitted in a timely fashion to Daisy Lemus in Faculty Affairs in University Hall 225, or at dlemus@csun.edu.

Employment-based Permanent Resident Immigrant Status (obtaining a Green Card)

Faculty employees seeking Permanent Resident status are strongly advised to start their legal process within 15 months of acquiring an H1B visa to meet the 18-month allotment granted by the U. S. government. After the 18-month grace period passes, faculty will no longer be able to apply for permanent residency using the University's sponsorship. **Please contact Daisy Lemus in Faculty Affairs for more information and/or to start the permanent residency process on behalf of the institution.**

Although the University assists with the initial phases of the process, the application to acquire permanent residency and the fees associated with such application are the sole responsibility of the applicant. We strongly encourage all applicants to retain legal representation (immigration attorney or paralegal) to prepare all documentation and provide assistance with the completion of the application steps.

Required Steps:

Step One – State of California Requirements (Department of State)

The University assists with this step.

- a.) Petition for Alien Employment Certification (Labor Certification) – ETA 9089 Form.

Step Two – Immigration (USCIS)

The University assists with this step.

- a.) Immigration Petition for Alien Workers – Form I-140
- b.) A copy of current financial statement from the institution.
- c.) An approved labor certification.

Step Three – Immigration (USCIS)

The applicant is solely responsible for this step.

- a.) Green Card Application – Form I-185