**Department information form for employment visas**

Please complete this form and return it to Viktoria Potapova, Office of the General Counsel X6637, TC Box 83 [potapova@tc.edu](mailto:potapova@tc.edu), whenever you are considering an offer of professional employment to an individual who is not a US citizen or Permanent Resident. **Also, please attach or forward a copy of the job posting and/or job description.**

This information is necessary to obtain the “prevailing wage” for the position, the FIRST step in the application process for an employment visa/status (H-1B, O, E).

|  |  |  |
| --- | --- | --- |
| **Employee (Beneficiary) Information** | | |
| Name of Prospective Employee |  | |
| Is employee currently in the U.S.? | YES | NO |
| If in the U.S., current status and expiration date |  | |
| **Employing Department Information** | | |
| TC Department and Program |  | |
| Department Contact Person |  | |
| Address |  | |
| Phone: |  | |
| Fax : |  | |
| e-mail: |  | |
| Name and Title of direct supervisor |  | |
| **EMPLOYMENT LOCATION** |  | |
| Physical location where employee will be working |  | |
| On Campus location |  | |
| Off Campus – Specify address (Street, City, State and Country) |  | |
| **Job Details** | | |
| Dates to be covered by the petition:  For H-1B visa/status, this period may not exceed 3 years for E-3 visa, 2 years. | BEGIN:  Click here to enter a date. | END:  Click here to enter a date. |
| Job Title |  | |
| Would this position’s responsibilities include supervision of other staff members (other than students or student workers)? | YES  – How many? | NO |
| Type of employment | Full Time  Part Time | |
| If full time, specify annual salary |  | |
| If part time, specify hours per week and hourly rate |  | |
| Additional Compensation/ Benefits |  | |
| Are there any other working conditions that affect the rate of pay |  |  |
| Daily work schedule:(e.g. 9 AM to 5 PM) |  |  |
| Will travel be required in order to perform the job duties? | YES | NO |
| If yes, explain travel requirements |  |  |
| **EDUCATION AND OTHER REQUIREMENTS** | | |
| Degree required for Position/Rank |  | |
| Major and or Field of Study Required |  | |
| Does the position require a second US diploma/degree | YES | NO |
| If yes, indicate major and/or field(s) of study |  | |
| Is employment experience required? | YES | NO |
| If yes, specify the years/months of experience required |  | |
| In what occupation is the experience required? |  | |
| Is training required (do not duplicate education requirements) | YES | NO |
| If yes specify number of years/months and occupation |  | |
| Special Requirements – List specific skills, licenses/certificates/ certifications, and other requirements needed for this job |  | |
| **JOB DESCRIPTION** | | |
| Please describe job duties and responsibilities in detail. Please indicate if this is an entry level position and if job requires supervision. | | |
| **The information provided on this worksheet will be used to request a Prevailing Wage Determination and/or complete the Labor Condition Application. Please confirm that the following is true:**  The employment of the H-1B nonimmigrant will not adversely affect the working conditions of employees similarly employed in the area.  A notice of filing has been posted and was, or will remain, posted for 10 working days in at least two conspicuous locations where the nonimmigrant will be employed. (notice will be provided by the Office of the General Counsel). | | |
| Please note that the H-1B/O/E employment status is valid under the conditions set forth in the petition. If there is a material change in terms and conditions of employment, an amended petition is required, and the employee may not do added work until it is filed.  The following changes must be reported to The Office of the General Counsel immediately:   * changes in responsibilities, such as reassignment of responsibilities, i.e. new technical duties * assignment to a different sponsored project from that originally assigned * changes in salary * change of location * termination of employment before the expiration of status | | |
| **I understand that the H1B employee can not be charged for immigration filing fees and that Teachers College (hiring department) will be liable for the reasonable cost of return transportation if the H1B employee dismissed from employment by the employer before the end of the period of authorized stay.** | | |
| **Please note: standard H1B petitions are processed by the office of the TC General Counsel. Immigration filing fees are paid by the hiring TC department. If help of TC’s outside immigration counsel is required (e.g. request for evidence from USCIS, prevailing wage advice), the department will be responsible for the outside counsel fees.** | | |
| PLEASE NOTE: obtaining an H1B visa could take a few months depending on particular case and DOL/USCIS processing times (subject to change). Teachers College policy on Hiring & Paying Foreign Nationals asks to “…***begin the process at least five months in advance and longer when possible…”*** <http://www.tc.columbia.edu/policylibrary/general-counsel-/hiring-and-paying-foreign-nationals/>  <http://www.tc.columbia.edu/policylibrary/general-counsel-/hiring-and-paying-foreign-nationals-appendix/>  **Additionally please note: H1B employers and employees are subject to random site checks (visits) by the Department of Homeland Security. DHS officers and contractor may visit Teachers College and ask questions related to employment of H1B employees.** | | |
| Will you require an expedited processing? (USCIS fee $1,225.00) |  | |
| Name of Department Head: |  | |
| Title: |  | |
| Date: |  | |
| Signature of the Department Chair/Department Head |  | |
| Signature of the Responsible Vice President or Provost |  | |
| Department’s Index Number:  (for Federal Express shipping to USCIS): |  | |