

**FLORIDA ATLANTIC UNIVERSITY**  
**OFFICE OF IMMIGRATION SERVICES AND COMPLIANCE**

**Department Guide:**  
**How to initiate a questionnaire for**  
**nonimmigrant sponsorship**

**Important information:**

1. Employees are prohibited from starting employment without first obtaining the proper work authorization issued specifically for Florida Atlantic University.
2. Cases should be initiated in the Fragomen portal at least 9 months prior to the start date.
3. Department contacts should communicate accurate and reasonable expectations of the process to the department's hiring authority.
4. Hiring departments should make no claims or guarantees on how long it will take Fragomen to file a petition for a nonimmigrant visa.
5. The length of time it will take to file a nonimmigrant case with USCIS is dependent on many factors such as employee response time, department response time, collection of additional information needed, obtaining the prevailing wage determination, LCA posting time frame, the time of the year for both the university and Fragomen, and other factors not listed here.
6. Fragomen cannot guarantee that USCIS will provide a response (approval or denial) by the hiring department's desired employment start date.
7. Departments will need to track the intended start date that was entered in Workday and adjust the start date as needed with HR. The responsibility to request an employment start date adjustment in Workday is that of the hiring department.
8. Hiring departments should never assume that the employee is cleared to start employment. If the hiring department is unsure, please make no assumptions, and contact the Office of Immigration Services and Compliance to obtain confirmation of this information.
9. Hiring departments that require a RUSH process will need to present their candidate with a memo titled "*Notification of Department of Labor Prevailing Wage Determination and OES Prevailing Wage Assessment*". FAU will only proceed with a RUSH process once the memo has been signed by the candidate.
10. Hiring departments that require a RUSH process should review the memo titled "*Department Acknowledgement for Rush Cases*" in order to understand the implications of requesting a RUSH process.
11. All filing fees and legal fees must be paid by the hiring department.
12. Hiring departments should consider using Premium Processing Service for all cases.

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Department Contact Name

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Department Contact Signature

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Date

### **Before you begin:**

You should have the following forms ready to be uploaded to the online questionnaire.

- **Executed copy of offer letter**
- **Signed Actual Wage Form** – Required for H-1B
- **Signed Actual Wage Memorandum** – Required for H-1B
- **Signed Certification Regarding Release of Controlled Technology or Technical Data to Foreign Persons in the United States** (*You need to submit the FAU Applicant Questionnaire Form, and then you will receive the signed Certification Regarding Release of Controlled Technology or Technical Data to Foreign Persons in the United States*) – Required for all nonimmigrant visas
  - The FAU Visa Applicant Questionnaire Form can be found at <http://www.fau.edu/research/export-control/export-control-forms.php>

### **Instructions on how to initiate a case in IHP:**

1. Go to <https://immigration.fragomen.net/login> and follow the instructions on how to initiate a case.
2. Upload the completed *Actual Wage Form* (H-1B).
3. Upload the completed *Actual Wage Memorandum Form* (H-1B).
4. Upload the signed *Certification Regarding Release of Controlled Technology or Technical Data to Foreign Persons in the United States Form*. If this form is not ready, by the time you complete the questionnaire, you may email this form to [achowell1@fau.edu](mailto:achowell1@fau.edu).
5. Upload executed copy of FAU offer letter.
6. For H-1 B visas, please make sure your questionnaire includes the following:
  - i. **Initiations for (teaching) faculty** positions must include a courses sampling list which should include: (a) course number, (b) course title), and (3) brief course description (2-3 sentences).
  - ii. **Initiations for (non-teaching) research faculty** (research assistant professor, etc.) should include at least one (1) research project title with a brief summary.
  - iii. **Initiations for research positions** (assistant scientist, associate scientist, post doc associate, etc.) should include (a) at least one (1) research project title with brief summary and (b) actual techniques or procedures to be executed as required by the research experiments.
7. For TN initiation that will be border processed, please make sure your questionnaire includes the following:
  - i. Detailed job duties.
  - ii. Incoming Employee's passport, academic credentials (Diploma and academic transcript), and C.V./Resume must be attached.

### **Helpful tips:**

When initiating a case in the Fragomen portal, please note the following:

1. “What type of position is this” –
  - a. In the questionnaire, you will notice that AMP is not listed. For AMP, please select TEAMs.
  - b. It will then ask you about percentage information, please disregard that information. Please note in the “any comments or additional information box” right underneath the question pertaining to travel, that this is an AMP position.
  
2. “Degree required for this position (based on official HR classification)” -
  - a. Please copy and paste the qualifications information as it shows on the job description.
  - b. If the job description does not list a major of study, please speak with the hiring authority and provide at least 2 major of studies that are applicable.
    - For example, if the job description says - master’s degree in an appropriate area of specialization; then, you will want to find out what is the appropriate major of study.
    - Provide this additional information to me via email or you can include it in the “any comments or additional information box” right underneath the question pertaining to travel. You should indicate that “*field of study was provided by the hiring department, and the two related fields are.....*”.
  
3. Please also provide information on who the signatory of the forms will be in the “*any comments or additional information box*” right underneath the question pertaining to travel.
  - a. Please include the first name, last name, email, official title, and phone number.

### **Please make sure that your questionnaire includes the following:**

- Official Job Title
- Salary Offered
- Complete Job Site Address. If more than one, provide all with percentage of time spent at each job location
- Detailed Job Duties. Must provide outline of official job duties related to the position offered
- Official Start Date of Position Offered. Must be reasonable to provide time for preparation and Department of Labor (DOL) involvement

### **Important Notes:**

- All Consular Processing (CP) and Change of Status (COS) cases REQUIRE PPS (Premium Processing Service \$1,410)
- RUSH cases due to start dates will be charged legal fees

## **Case Initiation Procedure O-1**

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Please email Adriana Ellison, Manager, Immigration Services and Compliance at [achowell@fau.edu](mailto:achowell@fau.edu) the following:

- Copies of prospective Employee's C.V.
- Academic credentials (diploma and/or academic transcript)
- Immigration documents (DS-2019s for J-1s, I-20 for F-1, etc.)

Once the documents listed above have been received, Adriana Ellison will contact Aaron Blumberg, Fragomen's Attorney at Law, to discuss. After Aaron's assessment and recommendation, an O-1 case may be initiated by the department in IHP.