FLORIDA ATLANTIC UNIVERSITY

INSTRUCTIONS ON HOW TO INITIATE NONIMMIGRANT CASES

DISTRIBUTED BY:
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Case Initiation Procedure
H-1B and TN

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<u>Before you begin</u>:

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

- **Signed Actual Wage Form** *(template found on Fragomen's IHP)*
- **Signed Actual Wage Memorandum** *(template found on Fragomen's IHP)*
- **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)*
    - The FAU Visa Applicant Questionnaire Form can be found at
      http://www.fau.edu/research/export-control/export-control-forms.php

<u>Instructions on how to initiate a case in IHP:</u>

1. Go to https://fau.fdbl.com/
2. Click on Initiation/Questionnaires
3. Click on the appropriate questionnaire.
    i. Nonimmigrant Employer Questionnaire (H-1B, TN, O-1).
    ii. PERM/Labor Certification Employer Questionnaire (Permanent residency/green card).
4. Upload the completed *Actual Wage Form* (H-1B).
5. Upload the completed *Actual Wage Memorandum Form* (H-1B).
6. Upload the signed *Certification Regarding Release of Controlled Technology or Technical Data to Foreign Persons in the United States Form* (H-1B, TN, O-1).
7. 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.
8. 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.

Case Initiation Procedure
O-1

Please email Adriana Ellison, Manager, Immigration Services and Compliance at achowel1@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.