

CASE ASSESSMENT EMPLOYER QUESTIONNAIRE

The Case Assessment Employer Questionnaire is available to UF departments in obtaining legal counsel for your non-immigrant visa inquiries from Fragomen. Please note that this questionnaire form should not be used to initiate a non-immigrant or immigrant visa petition. Any case initiated through this questionnaire will need to be resubmitted via Connect by using the [Case Initiation Employer Questionnaire](#).

Please contact <mailto:mconnectsupport@fragomen.com> if you run into any technical issue accessing the portal or the questionnaire.

INITIATING A CASE

1. Log in at <https://immigration.fragomen.net/login>
2. Click **Initiate Case**.
3. Type in the employee's first and last name.

Note: If the employee already has a record with Fragomen, it will show there is a matching record. If there is a matching record, on the next screen please select the applicable record to pre-populate the questionnaire; otherwise, you can opt to proceed without populating existing data. Click **Next**.

4. Click **Next** to create a new employee.
5. While on the page [Which questionnaire would you like to create](#), make the following selections:
 - Company: **University of Florida**
 - Country: **USA**
 - Questionnaire: **UFL – Case Assessment Employer Questionnaire**
6. Click **Next** and select either **I will complete the questionnaire right now** or **I will start the questionnaire right now**.
7. On the next screen, enter your information under the “Line Manger” if it is not there already.

INSTRUCTIONS FOR COMPLETING THE QUESTIONNAIRE

All fields with an asterisk are required to be completed. Non-mandatory fields may be filled in, depending on your case or inquiry. Please see the chart below for guidance on completing the Case Assessment Employer Questionnaire. For additional assistance, please contact Immigration Compliance Services by emailing ics@hr.ufl.edu.

FIELD	DESCRIPTION
Host/Receiving Country Section	
*Host/Receiving (Destination) Country	Always USA
*Sending Country	Foreign national's country of citizenship
Employee/Candidate Details Section	
*Last Name	Employee's official last name
*First Name	Employee's official first name. Enter FNU if the employee does not have a first name
Middle Name	Employee's official middle name
Not applicable	Select this box if the employee does not have a middle name
Nickname	
*Gender	Select appropriate gender. Select Not Available box below this field if gender is unknown.
Not available	
Country of Birth	Select appropriate country
Citizenship #1	
Country of Citizenship	Select appropriate country. This may differ from the country of birth. Verify by reviewing the employee's passport/immigration documents
Add Citizenship	
Add Citizenship	Select the plus sign to enter additional citizenship
Email #1	
*Email Type	Select the type of email
*Email Address	This will be the primary email address for the foreign national that Fragomen will use to communicate with if needed.
Add Email	
Add E-mail	Select the plus sign to enter additional email address
Case Initiation Details	
*U.S. Type of Service Being Requested	Select appropriate type
U.S. Proposed Length of Assignment	Select appropriate length of appointment/employment
Proposed Assignment Start Date	
Will there be accompanying family member?	Employers are not required to pay for sponsoring employee's family member but it might impact the petition process
Any comments or additional information?	
Assignment Details	
Proposed Company Job Title	Official UF classification title – highly recommended to provide for visa petition inquiries
Proposed Job Description	Job Posting for Faculty and position description for TEAMS – highly recommended to provide for visa petition inquiries
Proposed Gross Annual Compensation	Highly recommended to provide for visa petition inquiries
Salary Currency	Always USD
Any comments or additional information?	
Proposed Job Location	

*Full legal business name of company at which Assignee will be employed (Host Company)	Always University of Florida
*Country	Always United States of America
*Street Address	Actual physical address, not PO Box or name of the building
Address 2	
*City	City where the job is located
State/Province/Region	State where the job is located
If the State/Province/Region is not in the list above, please provide:	Fill in if appropriate
Postal Code	Postal code for the job location
*Is the above address also the physical job location?	Select "Yes" or "No"
*Will the Assignee/Foreign National perform services at more than one site including at home and/or third party sites?	Select "Yes" or "No"
Company Contact Information	
Company Case Contact	[Required] Select your name; enter your name in the field below if your name is not listed here.
Enter name of the Company Case Contact if not in list above	[Required] If your name is not found on the list for above field, enter your name here
Manager (Last Name)	
Manager (First Name)	
Manager's Email Address	
Manager's Phone Number	
Company –Specific Information (if any)	
Department	Your department's full name
Division	Your college
*Supervisor Job Title	
Attach Documents	
For this section, please see below for guidance on appropriate document(s) to upload.	
*Current/Updated CV or Resume	Upload the employee's most recent/updated CV or resume. This is important when inquiring about visa petitions (e.g. H-1B, TN, O-1, and E-3)
*Offer Letter	Upload if one is available; be sure the offer letter has the immigration language if it is for non-immigrant visas (H-1B, TN, O-1, and E-3)
*Proposed Job Description	For faculty – job posting; TEAMS – position description
Advertisement (If applicable)	If applicable
I-94	Provide most recent I-94 (arrival/departure record)
I-20	Upload when the inquiry is related to a F-1 student
I-797 Approval Notice	
DS-2019	Upload when the inquiry is related to a J-1 or J-2 visa holder
EAD	Acronym for "Employment Authorization Document"; this is granted to foreign nationals on various visa/status (e.g. J-1 scholar, Asylum, OPT)
Other documents	