**Definitions - Employer Questionnaire**

## **Case type** – type of case being initiated with Fragomen.

Choose one:

* **1st Application** – first time applying for requested visa
* **Change of Employer** – candidate already has visa type but moving to UF from another institution
* **Extension** – requesting an extension of current visa type
* **Amendment** – amending parameters of current visa type
* **Extension & Amendment** – amending and extending current visa type
* **Other** – for any other visa as pre-approved by Fragomen. May be used with green card applicants

**Dept Contact** – Dept person to contact for any information regarding visa application. Usually the IFAS department HR liaison

**Signatory** – Always the Chair or Center Director. The person with full hiring authority for the department

## Employee/Candidate Details:

**UFID** – UF identification number for foreign national

**First Name** – Given Name

**Middle Name** – if any

**Last Name** – Surname

**Email** – email address of employee/candidate that will remain active throughout the entire visa process. Fragomen will use this address to communicate with the applicant

**Phone** – phone number of employee/candidate that will remain active throughout the entire visa process. Fragomen will use this phone number to communicate with the applicant as needed.

**Degree(s) held** – highest degree(s) held that qualifies them for the position.

**Full Institution Name** – name of institution where degree was conferred

**Field(s) of Study** – as listed on degree transcripts

**Country** – country where institution is located

**Academic Credential Equivalency** – if foreign-issued degree, the degree must have a third-party English translation, if applicable and a US-equivalency report

## Position Assignment Details

**Position Number** – position number assigned to employee/candidate

**Start Date** – first day for which the visa is being requested

**New employee** – Hire effective date

**Current employee** – day after expiration date of current work authorization

**Field(s) of study considered for position** – all fields of study that were considered when reviewing applicants for the position. Should include the field of study held by employee/candidate.

**Annual salary** – full-time salary offered to employee/candidate

**Experience required? Years?** – if experience was required as part of the hiring process and how many years were required

**Physical address(es) of job location** – actual physical mailing address(es), no PO Boxes, where employee will work while on the visa. If more than one, must have percentage of time employee will be at each location.

**Grant and/or Research Project number(s)** - List all assigned project numbers this employee will be working on and being paid by; if applicable

**Supervise others?** – supervision of other employees may raise the prevailing wage determination (PWD) during the labor certification.

* If “yes” – verify the employee/candidate will be assigned as supervisor of record in myUFL
	+ Verify list of quantity and titles
	+ If current employee – verify supervision with query

**Travel Required?** – if yes, explanation of type of travel required and how often?

## Fund Information

**Chart field(s)** – funding chart field to be used to pay Fragomen invoice(s) and filing fees

* If more than one chart field listed – confirmed percentage or amount to be used on each funding source

**Fed Ex Account** – the nine-digit account number to be used by Fragomen and HR to ship documents

**Who will pay Premium Processing?**

* First H1B is mandatory and paid by the department
* H1B amendments and extensions are optional
	+ If Department will not pay the fee, the foreign national should be given the option to pay the fee themselves.
	+ If neither will pay the fee and the petition is not approved by 45 days before the extended expiration date, the department MUST pay the fee plus an additional $500 conversion fee.

**Documents Attached** – to be used to mark which documents are already on file, have been received, or still needed.

Case Initiation – Employer Questionnaire

**Department Contact:** Click or tap here to enter text.

**Signatory:** Click or tap here to enter text.

### Case Type

[ ] **O-1** [ ] **E3** [ ] **H-1B Choose an item. Other:** Click or tap here to enter text.

### **Employee/candidate details**

**UFID**: Click or tap here to enter text.

**First Name**: Click or tap here to enter text. **Middle Name**: Click or tap here to enter text.

**Last Name**: Click or tap here to enter text. **Email**: Click or tap here to enter text.

**Phone:** Click or tap here to enter text.

**Degree(s) Held:**Click or tap here to enter text.

**Field of Study:** Click or tap here to enter text.

**Institution Name:** Click or tap here to enter text.

**Country:** Click or tap here to enter text.

**Years of Experience:** Click or tap here to enter text.

**Currently Within U.S.?** Choose an item.

*If Yes***:** Immigration Status Expiration**:** Click or tap here to enter text.

**If J-1: Home Residency Waiver Needed?** Click or tap here to enter text.

**Academic Credential Equivalency?** Click or tap here to enter text.

### **position details**

**Position Number:** Click or tap here to enter text.

**Start Date:** Click or tap here to enter text.

**Field(s) of Study Considered for Position:** Click or tap here to enter text.

**Years of Experience Required:** Click or tap here to enter text.

**Annual Salary:** Click or tap here to enter text.

**Physical Address(es) of Job Location**

**Note**: No P.O. Boxes

1. Click or tap here to enter text.

2. Click or tap here to enter text.

**Grant and/or Research Project Number(s):** Click or tap here to enter text.

**Will This Person Supervise Others?** Choose an item.

(Yes) List of Employee Count by Title

1. Click or tap here to enter text.

2. Click or tap here to enter text.

3. Click or tap here to enter text.

4. Click or tap here to enter text.

**Is Travel Required?** Choose an item.

If Yes, please explain here.

Click or tap here to enter text.

### **funding information**

**Note**: Grant funds require C&G confirmation, in writing, that immigration legal and file fees are allocable to the agency. Faculty start up funds cannot be used for their own immigration costs.

**Chart Field(s):**

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

**Fed Ex Account:** Click or tap here to enter text.

**Premium Processing ($2,500) Paid By:** Choose an item.

### **Documents Attached**

[ ]  **Resume**

[ ]  **ACE**

[ ]  **LOO**

[ ]  **LOA**

[ ]  **Job Description**

[ ]  **Advertisement(s)**

[ ]  **CTTD**

[ ]  **AWR**

[ ]  **AWRM**

[ ]  **Course Sampling**

**Other**:

Click or tap here to enter text.

Click or tap here to enter text.