

Checklist for H-1B Sponsorship

Instructions

Complete the required fields below and return this form with a copy of the following documentation to cnsmith@bard.edu:

- Copy of this completed checklist
- Copy of official job description/posting
- Copy of employee's CV/Resume
- Copies of job posting advertisements (only if department requests a courtesy prevailing wage request from Peryeva Immigration Law Firm)

OISSS will request a signed offer letter from HR and contact Peryeva Immigration Law Firm to initiate the H-1B petition process.

Employee Biographical Information

Candidate full name:

Email address:

Phone number:

Position Information

Please provide a job title and detailed job description including the minimum qualifications for the position:

This position is:

Full-time

Part-time

Please provide all the addresses where the candidate will work, including short-term and work-from-home locations. Please include an estimate of frequency at each worksite:

Address 1:

Frequency:

Address 2:

Frequency:

Address 3:

Frequency:

Address 4:

Frequency:

Number of employees in a similar position:

Salary range for the position, if applicable: _____ to _____

Signing Authority Information

Full name (including middle initial):

Email address:

Current job title:

Signature: _____ Date: _____

Export Control Attestation

USCIS requires employers filing Form I-129 for H visa status to certify that they have:

1. Reviewed the [Export Administration Regulation \(EAR\)](https://www.bis.gov/ear) (<https://www.bis.gov/ear>) and the [International Traffic Arms Regulation \(ITAR\)](https://www.pmddtc.state.gov/ddtc_public/ddtc_public) (https://www.pmddtc.state.gov/ddtc_public/ddtc_public)
2. Have made a determination as to whether or not an export control license is required to release or share any controlled technology or technical data to the foreign national.

Is an export control license required for this position? Yes No

Lawful Permanent Residency

If the foreign national is a tenure-track hire, Peryeva Immigration Law Firm can prepare a courtesy prevailing wage request in anticipation of an eventual PERM application.

No, the department does not want Peryeva Immigration Law Firm to prepare a courtesy prevailing wage

Yes, the department would like Peryeva Immigration Law Firm to prepare a courtesy prevailing wage