



## Department Checklist International Scholar Immigration Document Processing

### Documents required for initial and extension requests – all immigration classifications

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- Form A:** completed and signed by department
- Letter of Appointment:** from the dean of the school or college on the Charles River Campus, or Office of Personnel on the Medical Campus.
- Form B:** completed and signed by the prospective scholar.
- Supporting Documentation from Scholar** (see checklist on Form B)
- Additional Items\*:** those required for the specific visa classification as listed below.

### \* Additional Items for Specific Classifications

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#### J-1 Exchange Visitor Requests

- Financial Documentation:** if the prospective scholar will not be paid by BU or if needed to supplement the income from BU.
- No Patient Care Letter:** from the BUSM Dean for prospective scholars on the Medical Campus

#### H-1 Temporary Worker Requests

- H-1 Supplement Form**
- H-1 Letter of Support**
- \$1000 Check:** made payable to "US Citizenship and Immigration Services" if department wishes to request Premium Processing expedite service.

#### TN (Trade NAFTA) Employee Requests

- TN Supplement Form**

#### O-1 Persons of Extraordinary Ability Requests

- O-1 Supplement Form**



International Students & Scholars Office ♦ 888 Commonwealth Avenue, Second Floor ♦ Boston, Massachusetts ♦ 02215
Telephone: 617/353-3565 ♦ isso@bu.edu ♦ www.bu.edu/isso ♦ Facsimile: 617/358-1170

A. BU Department Information

School / College: Campus:
Department: Budget Unit/Department Code (ex. 010/200)
Department Address: (include city, state, zip)
BU Host / Supervisor Name: Department Contact Name:
BU Host / Supervisor Title: Department Contact Title:
BU Host / Supervisor Phone: BU Host / Supervisor Fax: Department Contact Phone: Department Contact Fax:
BU Host / Supervisor E-mail: Department Contact E-mail:

B. Requested Visa Classification (please select one)

J-1 Short-term Scholar Research Scholar Professor Specialist H-1B TN O-1 EXTENSION of checked status

C. Scholar Name (as it appears on the passport) and other information

Family Name / Surname: First/Given Name: Middle Name(s), if any
Date of Birth (mm/dd/yy): Gender: BU ID#, if applicable:
Is the scholar currently in the U.S.? Does the scholar have a medical degree?
In what immigration (visa) status? J-1 H-1B F-1 Other

D. Academic Appointment Information

Boston University Personnel Title: Proposed Appointment Start Date: Proposed Appointment End Date:
Field of Specialization:
All addresses where this scholar will work (if employed) or engage in activity (if not employed). If more than one location, use separate sheet. Include city, state and zip.
Brief, non-technical description of research / teaching / work:
What type of work will the job involve? Tenure Status:
Total annual salary and/or other funding: Full-time Status: If part-time, percent of full-time: If part-time, how will scholar be paid?
The salary will be paid by: If J-1, the department has reviewed the financial documents of this scholar and the scholar has sufficient funding.
Does the position require a state license or other certification?

E. Handling Instructions (please select one)

Email department contact for pick up. Express to scholar (requires a completed and signed Fedex or DHL air bill)
NOTE: Scholars who are also employees who are extending their status will be required to pick up their new documents at the ISSO so a new I-9 can be completed.

Please Continue on Page 2 (Signatures Required)

**WE CERTIFY THE FOLLOWING:**

1. We have read all of the information on both sides of this form as well as on the corresponding Supplement form (Supplement H, TN or O) and it is, to the best of our knowledge, true and correct.
2. We understand that, pursuant to Boston University policy, neither we, nor our employees, are authorized to retain private counsel (attorneys/lawyers) to represent BU’s interests. All nonimmigrant petitions (i.e. H, O, TN) must be channeled through the International Students and Scholars Office (ISSO); and all immigrant petitions (i.e., permanent residence, also known as “green card”) require approval of the Provost on the Charles River Campus.
3. If the terms this scholar’s employment (or activity, if not employed) change in any way, or if the scholar ceases to be employed before the expiration of the approval documentation, we will immediately notify the ISSO in writing.
4. Timing of requests: We understand that this department must submit requests for initial appointments, extensions, and changes in the scholar’s employment/activity in accordance with the ISSO’s processing timelines as published on the ISSO web site ([www.bu.edu/isso](http://www.bu.edu/isso)). We understand that failure to comply with the timeline specific to this scholar’s immigration status (visa type) could result in one of the following (NOTE: this is particularly important for time-sensitive petitions such as TN, H-1B and O.)
  - a. A significant delay in beginning employment/activity (for new scholars).
  - b. A period of time in which the scholar must stop employment/activity without any possibility of compensation (retroactive payments are not permitted).
  - c. Require the scholar (and her/his dependents) to travel to her/his home country.
5. We understand that the visa category petitioned for is determined by the International Students and Scholars Office (ISSO) in accordance with University policy and government regulations.
6. We understand that other provisions and restrictions may apply before employing/hosting the scholar based upon the prospective employee’s individual circumstances and visa history. For example: individuals who are currently or have been recently in the U.S. in “J” nonimmigrant status may be subject to a home country physical presence (“residence”) requirement which may prevent a change of status.
7. We understand that noncompliance with federal and state regulations to which we are attesting through this and other documentation we have and will submit can result in significant fines and will jeopardize BU’s ability to sponsor international scholars in the future.
8. Change in date of arrival: if the scholar will not arrive by the appointed start date, we understand that we are required to report this to the ISSO immediately as it may require additional immigration processing.
9. If the scholar will obtain H-1B or O-1 status, this department attests to the following:
  - a. Employment of this individual will not adversely affect the working conditions of workers similarly employed. Further, this employee will be afforded working conditions on the same basis, and in accordance with the same criteria, as offered to similarly employed U.S. workers.
  - b. The department will pay at least the higher of either the actual wage to be paid by the department to all other individuals with similar experience and qualifications for the specific employment in question or, the prevailing wage as determined by the Department of Labor for those in similar occupations in the Boston area. (Note: ISSO will seek a determination of the prevailing wage from the Department of Labor.)
  - c. If the employee is terminated by Boston University prior to the expiration date of the approved petition, the department will pay the reasonable travel expenses necessary for the employee to return to her/his home country.
  - d. There is no strike or work stoppage in the department at the time of signing this form.
  - e. The scholar will not be placed on unpaid leave or any type of non-pay status at any time without ISSO approval.
10. We understand that we may not make the following changes unless the ISSO files a new or amended petition and receives approval (retroactive payments are not permitted) pursuant to U.S. law and related procedures:
 

|   |   |
|---|---|
| <ol style="list-style-type: none"> <li>a. Promotion or other change in job title or rank.</li> <li>b. Substantial changes in job duties/responsibilities.</li> <li>c. Any decrease in salary/benefits.</li> </ol> | <ol style="list-style-type: none"> <li>d. A substantial increase in salary/benefits.</li> <li>e. Change in location of work.</li> </ol> |
|---|---|

**Certification**

|                         |                  |                   |             |
|-------------------------|------------------|-------------------|-------------|
| <b>Department Host</b>  |                  |                   |             |
| <b>Department Chair</b> |                  |                   |             |
| <b>Dean</b>             |                  |                   |             |
|                         | <i>Signature</i> | <i>Print name</i> | <i>Date</i> |



**A. BU Department Information**

School/ College: \_\_\_\_\_ Campus: \_\_\_\_\_

Department: \_\_\_\_\_

**B. Scholar Name**

First/Given Name: \_\_\_\_\_ Middle Name(s), if any: \_\_\_\_\_

**C. Appointment Information**

University/Personnel Title: \_\_\_\_\_ Appointment Start Date: \_\_\_\_\_ Appointment End Date: \_\_\_\_\_

**D. Actual Wage Information**

Salary offered to applicant: \$ \_\_\_\_\_

Salary range of employees with same title in accordance with chart below: \$ \_\_\_\_\_ to \$ \_\_\_\_\_

There are no other employees in this department/section holding the same title. Therefore, no employees are listed below and the salary offered constitutes the "actual wage."

*Instructions:* The information requested here is required by the Department of Labor for the *Public Access File* that will be kept in relation to this application. In the chart below, list **all** employees – including US citizens – with the same title as the applicant and complete all pertinent information. In the block below the chart, explain any variations in salaries (e.g., "Employee #3 has 6 years of experience at BU" or "Employee #8 has been granted two patents") This chart determines the "actual wage" (see definitions on page 2) paid in your department to those with the same title. If additional space is needed, please continue on a separate sheet.

| BU ID # | Salary at Time of Hire | Current Salary | Hire Date | Highest Degree | Year Received |
|---------|------------------------|----------------|-----------|----------------|---------------|
| 1.      |                        |                |           |                |               |
| 2.      |                        |                |           |                |               |
| 3.      |                        |                |           |                |               |
| 4.      |                        |                |           |                |               |
| 5.      |                        |                |           |                |               |
| 6.      |                        |                |           |                |               |
| 7.      |                        |                |           |                |               |
| 8.      |                        |                |           |                |               |
| 9.      |                        |                |           |                |               |
| 10.     |                        |                |           |                |               |

Please explain any substantial or unclear variations in the salaries listed above. For Example, "Employee #3 has 6 years of experience at BU" or "Employee #8 has been granted two patents."

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Which of the following factors were considered in determining the applicant's salary (please check all that apply):

|   |   |
|---|---|
| <input type="checkbox"/> Degree(s) earned             | <input type="checkbox"/> Comparable rate of pay at similar institutions |
| <input type="checkbox"/> Previous work experience     | <input type="checkbox"/> Premium to hire away from another institution  |
| <input type="checkbox"/> Academic honors              | <input type="checkbox"/> Particular skills this individual possesses    |
| <input type="checkbox"/> Area of specialization       | <input type="checkbox"/> Demonstrated decision-making ability           |
| <input type="checkbox"/> Supervisory responsibilities | <input type="checkbox"/> Other _____                                    |

**FOR ISSO USE ONLY**

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Higher Wage is:

Actual Wage  Prevailing

|  |                           |                            |                      |
|--|---------------------------|----------------------------|----------------------|
| <b>Department Chair or Host/Supervisor</b> | _____<br><i>Signature</i> | _____<br><i>Print Name</i> | _____<br><i>Date</i> |
|--|---------------------------|----------------------------|----------------------|

# Sample Letter of Support

(On department letterhead)

Date

Department of Homeland Security  
U.S. Citizenship and Immigration Services  
California Service Center  
24000 Avila Road, Room 2312  
Laguna Niguel, CA 92677

The **position title** in this letter must match the title used in Form A, the H Supplement and the appointment letter.

RE: H1-B1 Petition on Behalf of **Scholar Name**

To Whom It May Concern:

I am writing this letter in support of the H1-B1 petition on behalf of **Scholar Name**. The **Department name**, at Boston University has a need for a **Position Title**. This position requires a minimum of a Ph.D. or the equivalent in either electrical or computer engineering, or a directly related field as well as experience in conducting multi-scale space and time micromagnetic simulations.

We would like to offer full-time, temporary employment to **Scholar Name**. As a **Position Title**, **Scholar Name** will conduct research involving the modification of computer codes, the development of new codes and/or utilization of existing software to develop a multi-scale concurrent computing environment for the characterization of the dynamic response of Read and Write elements in a magnetic field.

**Scholar Name** received a Master of Science degree in Electrical Engineering from Boston University in 1991 and continued on to a Ph.D. program. **Scholar Name** was employed as a Graduate Research Assistant in the Magnetic and Optical Devices Laboratory at the Department of Electrical and Computer Engineering at Boston University from 1996 to 2001. **Scholar Name** earned his/her Ph.D. degree in Computer Engineering from Boston University in January 2001, where his/her research specialized in magnetic sensors.

Since then, he/she has been working as a post-doctoral **Position Title** at the Department of Electrical and Computer Engineering at Boston University in J-1 exchange visitor classification and then in H1-B1 classification. He has continued to do an outstanding job of research in magnetic materials. He has completed a series of papers and has submitted a joint research proposal to the National Science Foundation. In addition, **Scholar Name** has been the co-author of 8 publications in the field electrical and magnetic engineering and is a first-rate researcher whose expertise will contribute significantly to our continued research at the **Department name**.

Therefore, **Scholar Name** has the background and experience to exceed the minimum qualifications for our **Position Title** position. We are confident that both the occupation and the qualifications of the prospective employee meet the minimum requirements for H1-B1 sponsorship. We respectfully request your favorable consideration of this petition.

Sincerely,

*Your Signature*

Name

Title

Department Name