



## 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?

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:
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:
 

a. Promotion or other change in job title or rank.	d. A substantial increase in salary/benefits.
b. Substantial changes in job duties/responsibilities.	e. Change in location of work.
c. Any decrease in salary/benefits.	

**Certification**

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



# TN Supplement

Request for TN documentation for prospective Canadian or Mexican employee  
**To be Completed by Department and submitted with Form A**

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

Department:

BU Host / Supervisor Name: Department Contact Name:

## B. Scholar Name

Family Name / Surname: First / Given Name: Middle Name(s), if applicable

## C. Additional Appointment Information

Number of people this person will supervise:

Describe fully the job duties to be performed. Include amount and type of supervision required. Please attach a separate sheet, if necessary.

## D. Processing Information

Date scholar will enter the US: Planned Port of Entry: Consulate where scholar will apply for TN visa (Mexican citizens only):

**Extensions:** If this is a request for an *extension* of TN status for a current BU employee, please indicated whether the scholar will apply for the extension at a US Port of Entry using a TN letter produced by the ISSO, or if the department and the scholar would like the ISSO to apply for the extension through the USCIS Service Center (a 4-6 month process).

Scholar will apply at Port of Entry  Please apply through a USCIS Service Center