

# Application for Non-Academic Staff H1B Visa Sponsorship

**It is Cornell University policy to only support H1B visas for academic positions.**

By seeking H1B visa support for a non-academic position, you are requesting an exception to university policy. Such a request should only be submitted after careful consideration and with the support and approval of the appropriate college/unit Human Resources representative or the Department Chair.

If your request is approved for university sponsorship of the H1B visa, the worker will be permitted a maximum of 6 years of H1B status (inclusive of previously held H1B status).

## **Instructions for submission of this form:**

Please complete and return to:

- Becky Hill, AVP of Human Resources: [becky.hill@cornell.edu](mailto:becky.hill@cornell.edu)
- Laura Taylor, Director of International Services: [lbt1@cornell.edu](mailto:lbt1@cornell.edu)

Approval of an H1B waiver for a non-academic worker does not include support for employer-based permanent residency sponsorship. In some cases, units may seek University support for permanent residency for workers in non-academic positions. Please be advised that approval of these requests is rare, costly, and time-consuming and requires the approval of the provost. Contact [International Services](#) to discuss permanent residency requests.

**IN ORDER TO ALLOW AN INFORMED DECISION TO BE MADE, PLEASE BE SURE TO COMPLETELY RESPOND TO ALL SECTIONS OF THIS FORM.**

**1. Contact Information**

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

College/Unit: \_\_\_\_\_

Position Supervisor: \_\_\_\_\_ Email/Phone: \_\_\_\_\_

Administrative Contact: \_\_\_\_\_ Email/Phone: \_\_\_\_\_

**2. Information about position**

University Job Title: \_\_\_\_\_

Summary of Duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Minimum** degree or certification **required\*** for the position: \_\_\_\_\_

(Note: United States Citizenship and Immigration Services regulations minimally require the position require a bachelor’s degree to consider an H1B request)

\*The minimum requirement for the title as found in the University Job Title Summaries  
<http://www.ohr.cornell.edu/hr/hrManage/recruitHirePay/staffClassificationComp/jobTitlesStructure/jobTitleSummary/jobFamily.html>

Special Qualifications needed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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Term of Position (i.e., 1 yr., 3 yr., on-going): \_\_\_\_\_

If on-going, describe how you intend to complete the work after the H1B status has expired.

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### 3. Information about search

Describe in detail your recruitment efforts including when, where and how long the position was advertised.

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TOTAL Number of candidates who responded: \_\_\_\_\_

How many applicants indicated in their on-line application that they required visa support?

\_\_\_\_\_ How many applicants, not requiring visa support, were qualified for the position? \_\_\_\_\_

When do you hope to fill the position? \_\_\_\_\_

What is the term of the employment offer? \_\_\_\_\_

Salary: \$ \_\_\_\_\_

### 4. Information about applicant

Name: \_\_\_\_\_ Email/phone: \_\_\_\_\_

Citizenship (list all if multiple): \_\_\_\_\_

Country of Permanent Residence: \_\_\_\_\_

Education: **(please attach copy of CV or resume)**

If in the U.S., what is the current visa status and expiration date? \_\_\_\_\_

Has the applicant ever been on a J-1 visa (Yes or No)? \_\_\_\_\_

If "yes", is the applicant subject to the two-year home country physical presence requirement (Yes or No)? \_\_\_\_\_

Has the applicant ever been on an H visa (Yes or No)? \_\_\_\_\_

If "yes", for how long (total of years and months)? \_\_\_\_\_

Has a petition for US permanent residence been filed by this person or on his or her behalf?

\_\_\_\_\_ Does the applicant have any U.S. citizen or Permanent Resident relatives; mother, father, spouse (Yes or No)? \_\_\_\_\_

