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
- Laura Taylor, Director of International Services: 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](http://www.ohr.cornell.edu/hr/hrManage/recruitHirePay/staffClassificationComp/jobTitlesStructure/jobTitleSummary/jobFamily.html)

Special Qualifications needed:
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.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. Information about search

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

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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)? ________________
5. Please explain in detail why you chose the foreign national over all the other candidates. What are the job-related reasons for not selecting qualified US workers? Use a separate sheet if necessary: