Visa Request Form (J-1 and H-1B)

NYU reserves visa assistance for academic (i.e., teaching and research) appointments only, both short and long-term. Visa assistance is not provided for support and technical staff and administrative positions. Please complete this form to request a visa or visa extension and route for the appropriate approvals below. Please contact Faculty Services to discuss appropriate visa prior to completing this form.

Today’s Date: ______________________

Visa Request: □ New Request □ Extension □ Transfer
Visa Type:   □ J-1   □ H-1B   □ EAD (Contact HR- $410)

Department name: _____________________________________________________________________

Name of Applicant: _______________________________________________________________       _

Applicant’s Title: _____________________________________________________________________ □ Full time □ Part time

Tenured or Tenure Track: _____ (Yes or No) If yes, J-1 is not permissible.

Salary: _____________________________ Visa Start & End Date: __________________________

Costs

(1) J-1: Scholar pays SEVIS fee, not the department. The scholar must meet NYU financial support requirements. Please contact Human Resources & Faculty Services to determine the amount the scholar must show to obtain sponsorship.

(2) H-1B:

□ I-129 Petition $460 paid by the department or applicant. If applicant pays, the payment cannot drop his or her salary below the prevailing wage.

□ Anti-Fraud Fee $500 Paid by Human Resources & Faculty Services (Not Required for Extension)

□ I-539 Change of Status or Extension for Dependents is $370.

□ Premium Processing Fee $1,225. Premium processing ensures a decision is made within 15 days from the date the petition is received. Please contact Human Resources & Faculty Services to see whether this fee is necessary.

Total Cost: _______________ 

Chart field to be charged: / / / / / / _

Account Fund Organization Program Project

AUTHORIZATION

1. Signature of Department Chair
   _____________________________________________ Date ______________________

2. Signature of Vice Dean for Academic Affairs and Research
   _____________________________________________ Date ______________________ Approved __ Disapproved __

3. Signature of Executive Vice Dean for Finance and Administration (If there is a financial impact.)
   _____________________________________________ Date ______________________ Approved __ Disapproved __

4. Signature of FBO Officer (If there is a financial impact.)
   _____________________________________________ Date ______________________ Approved __ Disapproved __

5. Signature of Human Resources Officer
   _____________________________________________ Date ______________________ Approved __ Disapproved __