



# DEPARTMENT QUESTIONNAIRE

Please provide all the information requested below. Should you have any questions regarding the information requested feel free to contact Jigisha Patel at (617) 373-7073. Please note that all information provided will be kept strictly confidential. **Please return the completed department questionnaire along with the beneficiary's questionnaire and documents, job posting (or position description if waived), offer/appointment letter, and DPAY forms as a package** to: Jigisha Patel in the Office of the University Counsel, 378 Columbus Place.

Today's date:

\_\_\_\_\_

This is:         new to NU hire         continued NU employment  
                  transfer within NU         part-time at NU; employed elsewhere  
                  other: please specify \_\_\_\_\_

Name of beneficiary: \_\_\_\_\_  
(For whom this petition will be filed)

This person is:  in the United States     not in the U. S.    Where?  
\_\_\_\_\_

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

Site where employee will be working: (mark all that apply)  Boston campus     Nahant  
                  Burlington Campus     Dedham     Fermi Labs     Other

Department Administrative Contact: \_\_\_\_\_ Extension:  
\_\_\_\_\_

Supervisor of beneficiary: \_\_\_\_\_ Extension:  
\_\_\_\_\_

Title of position offered: \_\_\_\_\_ Hay Grade:  
\_\_\_\_\_

Total hours per week: \_\_\_\_\_ Number of workers foreign national will supervise: \_\_\_\_\_

Rate of pay offered: \_\_\_\_\_ per: \_\_\_\_\_

**\*Required information: How did you arrive at this amount?**

\_\_\_\_\_

\_\_\_\_\_

**\*\*Required For Research Personnel only:**

**1) Will the researcher be working on a Federally Funded Project?** Yes: \_\_\_\_\_ No: \_\_\_\_\_

\_\_\_\_\_

If Yes, please cite the grant(s):

\_\_\_\_\_

**2) Is the work subject to export control?** Yes: \_\_\_\_\_ No: \_\_\_\_\_

Employment Start date: \_\_\_\_\_ and End date: \_\_\_\_\_

NOTE: Research appointments are typically made for no longer than the current grant period. Please indicate for how long you anticipate this person will reasonably be working with the principal investigator, for a period not to exceed three years. H1B status may be sought for up to three years and extended for an additional three (or less) thereafter. If the University terminates an employee in H1B status before the end date of the petition, the University must offer return transportation to the individual's home country.

Please make this petition effective until (date): \_\_\_\_\_

Is the position Unionized? \_\_\_\_\_

Detail **Minimum requirements for the position**, including educational and experience requirements:

NOTE: DESCRIBE WHAT THE **POSITION** REQUIRES AT A MINIMUM, NOT WHAT CREDENTIALS AND EXPERIENCE THE APPLICANT HAS.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE ENCLOSE A COPY OF THE JOB POSTING (OR POSITION DESCRIPTION IF POSTING WAIVED).**

Describe fully the job duties to be performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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List any special requirements: \_\_\_\_\_

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**FEES:** Direct Pay Request (DPAY) forms must accompany this form when the package is submitted to the Office of University Counsel. Accounts payable will not process fees to USCIS without University Counsel sign-off. University Counsel will deliver the DPAY forms to the Accounts Payable Office. Please ensure that the DPAY indicates that the check will be made payable to “U.S. Citizenship and Immigration Services.”

Please use the following vendor name and address on the DPAY form:

**U.S. Citizenship and Immigration Services  
California Service Center  
ATTN: CAP EXEMPT H-1B Processing Unit  
24000 Avila Road, Room 2312  
Laguna Niguel, CA 92677**

**A SEPARATE DPAY FORM IS REQUIRED FOR EACH FILING FEE CHECK**

If this is a **new to NU** hire: \$320 for the basic petition filing fee

\$500 for the required anti-fraud fee  
(for H1B petitions only)

If this is an **extension for a current employee:** \$320 for the basic petition filing fee

**NOTE:** If time is of the essence and there is a need/desire to receive a response within 15 days of filing, premium processing is available for \$1000 in addition to the fees noted above. Normal processing time varies but can range anywhere between two to four months. While Northeastern must pay the required basic petition filing fee and anti-fraud fee, the employee beneficiary may opt to pay the optional premium processing fee.

**Beneficiaries who are in the United States may not travel outside the United States while the petition is pending or it will be deemed abandoned**

**DEPARTMENT DOCUMENTS CHECKLIST:**

\_\_\_\_\_ completed department questionnaire

\_\_\_\_\_ completed beneficiary’s questionnaire and documents

\_\_\_\_\_ job posting for position (or position description if waived)

\_\_\_\_\_ **offer/appointment letter**

\_\_\_\_\_ **DPAY forms**

**\*Submit as a package to Jigisha Patel in the Office of the University Counsel at 378 Columbus Place**