

Virginia Polytechnic Institute and State University

H-1B Request Handbook

For use by Virginia Tech offices and departments in hiring international research personnel, faculty and staff.

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The Office of the Associate Provost for International Affairs: March, 2006

General information

Who qualifies? The position offered must qualify as a "specialty occupation" according to current immigration regulations. This means that the position must require:

- 1) Theoretical and practical application of a body of highly specialized knowledge to fully perform the occupation; (said job should be advertised/authorized at the MA/MS level or higher) and either:
- 2) A graduate degree (or in some exceptional cases, an undergraduate degree with substantial work experience) in a specific academic discipline as the standard minimum requirement for entry into the particular position: or
- 3) A full state license to perform the occupation granted after passage of normal professional tests and requirements. If the occupation requires a license, the alien must hold **both** a degree and a license.

Time Frame: H-1B petitions require a great deal of paperwork from the department, the prospective employee, the Office of International Affairs at 134 Burruss, and the United States Citizenship and Immigration Services (USCIS). **Once submitted to USCIS, the application process is expected to take about four months for approval.** If the individual the visa is for is not in the U.S., please allow up to an additional six weeks processing time. The approval notice (I-797) from USCIS will have to be sent to the employee in his/her home country, so that he/she will be able to make an application to the U.S. Embassy/Consulate for the H-1B visa. An additional delay may also be encountered in receiving an appointment with the embassy/consulate.

Maximum Periods Allowed: The petition may be submitted for a maximum period of three years, which is renewable for a total maximum not to exceed six years except in very specific circumstances. **Please contact the Asst. Director for International Support Services – 134 Burruss; 231-6459 at least FOUR (4) months before the expiration of current H-1B status if the department wishes to apply for an extension.**

Return Transportation of Foreign National: If, for any reason, the employee is dismissed before the end of the authorized period of H-1B employment, then the department will be responsible for paying the reasonable costs of return transportation to the employee's home country.

Non-Transferability of H-1B Status: ***Work authorization is employer specific. The H1B status which has been obtained on behalf of an employee may not be used by any other employer.*** An additional H-1B would need to be approved for a second employer. While a person may hold more than one H-1B classification, he/she is only permitted to work for the approved EMPLOYER(s).

Use of Immigration Attorneys: Virginia Tech, through the Office for International Affairs, reserves the right to be the sole authorizing entity for H-1B petitions. If the foreign national wishes to employ private legal counsel, such counsel must work within VT guidelines.

Liability of Virginia Tech: Submission of an H-1B petition by the university on behalf of a prospective employee does not guarantee that the desired results will be produced. The approval of such petitions rests with U.S. government agencies - not with the university. Be assured that every effort will be made by the OAPIA to produce a complete and approvable petition, and to support departmental hiring needs.

Costs: The filing fee for an H-1B application for a single employee is \$190.00, plus a \$500 Fraud Prevention Fee required of ALL new H-1B employees at VT. As mandated by Department of Labor Regulations, the department must pay these fees. This can be done by the employee, and reimbursed by the hosting department, or directly by the department.

Beginning June 2002, procedures were established to enable the department to request filing fees directly from the controller's office. A copy of the completed University Approval Form, Form 2, accompanied by an accounting voucher stating the purpose, account and address of USCIS is submitted to the controller's office. Attach a note that the check is to be held at the Bursar's office for pick directly if desired.

Premium Processing: USCIS has instituted an expedited processing program called "Premium Processing" where, upon payment of a \$1,000 fee, a case will be adjudicated within 15 days, as opposed to three months. The department or the applicant MAY choose to pay the Premium Processing Fee. This must be a separate check from the filing fee of \$190.00 and the Fraud Prevention Fee of \$500.

If an H-4 application for family member(s) is being filed, the fee for this process is \$200.00 and is paid for by the employee. You are encouraged to contact **Asst. Director for International Support Services at 231-6459** regarding H-4 procedures.

Three stage process

Obtaining H-1B approval requires three distinct processing steps by Virginia Tech Staff, and two different U.S. government agencies: the Department of Labor (DOL) and the United States Citizenship and Immigration Service (USCIS).

The initial step in the process requires the Virginia Tech hiring organization to notify the **Asst. Director for International Support Services at 231-6459**. This contact permits the Asst. Director to: open a file; discuss time elements involved and get a snap-shot overview of the case. The Department and prospective employee each complete a series of documents including signatures that they return to 134 Burruss Hall. International Affairs then clears the proposed wage through the Virginia Employment Commission, and provides a Notice of Labor Condition Application to the hiring Department to post for a mandated period of time.

The second stage requires that a Labor Condition Application (LCA) be filed with the DOL certifying that the Virginia Tech has complied with all of the requirements in hiring an H1B worker (see H1B Department Request Form for specific attestations). The Asst. Director for International Support Services will forward the LCA to the DOL upon receipt of the signed University Approval Form (see Form 2 of this packet). This is done electronically and certification is instant.

The third stage requires submission of the approved LCA, along with the H-1B petition including supporting documentation, to USCIS. International Affairs (based on the information provided by the department and the prospective employee) prepares the H1B petition. USCIS processing time varies and can be three months or longer for Standard Processing. (Premium Processing takes two weeks or less.) **The foreign national cannot begin working until notification of USCIS approval, with the following two exceptions.**

1) H1B status transfers from another employer require verification that the petition has been filed. The employee may work for 240 days from file date while the transfer petition is processed.

“240” Day Rule” for continuing to employ H-1B worker based on a timely-filed application to extend

8 CFR 274a.12(b)

(20) A nonimmigrant alien within the class of aliens described in paragraphs (b)(2), (b)(5), (b)(9), (b)(10), (b)(11), (b)(12), (b)(13), (b)(14), (b)(16), and (b)(19) of this section whose status has expired but who has filed a timely application for an extension of such stay pursuant to §§ 214.2 or 214.6 of this chapter. These aliens are authorized to continue employment with the same employer for a period not to exceed 240 days beginning on the date of the expiration of the authorized period of stay. Such authorization shall be subject to any condition and limitations noted on the initial authorization. However, if the district director or service center director adjudicates the application prior to the expiration of this 240 day period and denies the application the extension of stay, the employment authorization under this paragraph shall automatically terminate upon notification of the denial decision.

[The H-1B worker is described in paragraph (b)(9)]

2) Visa extension petitions give the automatic 240 days of continued work while the extension is being processed. This period is from the expiration date of the previous H1B, and the extension petition must be filed before this date.

Total time allowed for H1B Visa’s including transfers and extensions is 6 years.

Transfer and Extension Petitions both require the same documents and supporting evidence as an initial petition. **Transfer Petitions also require the last three months pay statements or similar work verification from the previous employer.** This is to verify that the worker maintained H1B status prior to coming to work at this university.

H-1B Checklist

All of the following documents must be submitted to the Office of International Affairs in 134 Burruss: The department must have the prospective employee gather his or her own personal documents and submit them to the department contact, or directly to the OAPIA along with the required departmental documents. Please share these instructions with the applicant and work together in gathering all of the required documents. All materials should be delivered to the 134 Burruss Hall a minimum of two months before the individual's intended arrival in the United States, or one month before his or her prospective appointment date if the individual is currently in this country. Premium Processing (\$1000) allows this time to be reduced.

Please submit only single copies of documents printed on one side of page.

DEPARTMENTAL DOCUMENTS:

- ___1. H1B Department Request Form with required signatures (Form 1)
- ___ 2. Approval Form for Virginia Tech Process Visa Applications (Form 2)
- ___3. Wage Determination Work Sheet (Form 3)
- ___4. Actual Wage Determination Work Sheet
- ___5. Letter from the Department in Support of Applicant
- ___ 6. Letter of Offer of Employment from Department
- ___ 7. Terms of Faculty Offer Document – for INTIAL VT EMPLOYMENT

Please make sure that the funds for this position have been fully committed and will remain so until the visitor arrives. Funds should be monitored through dean's offices to offset lapses.

Prospective H1B employee personal documents:

- ___1. H1B Prospective Employee Information Form (Form 4)
- ___2. Copies of diplomas or transcripts stating “Diploma Conferred”. A **Credentials Evaluation** if the credentials are foreign. A letter from a prominent member of the department staff is satisfactory as a Credentials Evaluation in most cases. See page 17.
- ___3. Certified translation of relevant diplomas and transcripts if not in English.
Note: The certification must include the translator's name, signature, date and the following statement: "I certify that I am competent to translate [name of language] into English and that this is an accurate translation of the original."
- ___4. Updated Resume or Curriculum Vitae
- ___5. If prospective employee is in the U.S., copies of both sides of the I-94 form (do not submit original). If family members are included, copies of their I-94 forms are also required as well as their marriage license and children’s (if any) birth certificates.
- ___6. Copies of the passport and current visa page of employee’s passport.
 - **If currently in H-1 status with a different employer**, copies of all Forms I-797 (approval notice) are required, in addition to copies of recent payroll statements for the previous three months.
 - **If currently in J-1 status**, copies of current and all previous DS-2019 forms and copies of INS waiver of 2-year home residence requirement (if applicable) are required.
 - **If currently in F-1 status**, copies of current and all previous I-20 forms are required – as well as an Employment Authorization Document (EAD), if applicable. Please send the I-20 showing recommendation for practical training signed by the Foreign Student Advisor.

The Office of the Associate Provost for International Affairs has the responsibility to file all labor condition applications with the Department of Labor (DOL) and to file all H1B visa applications with the USCIS (United States Citizenship and Immigration Services) on behalf of Virginia Polytechnic Institute and State University. *All information requested on this form is required in order to process the application.*

Information about prospective H1B employee:

Name: _____ Date of Birth: _____
(Last/Family) (First/Given) (Middle Initial) (mm/dd/yy)

Country and City/County of Birth: _____ Country of Citizenship: _____

Social Security No. _____ Marital status: _____ Number of children: _____

If currently in the United States: _____ Date of Arrival: _____ I-94 No.: _____

Current Visa Type & Work Authorization (attach documentation): _____
(Expiration Date)

Highest Academic Degree: _____

Present Occupation and summary of prior work experience: _____

Information about position for H1B:

Job Title: _____ Title of supervisor: _____

Description of Duties: _____

Minimum Qualifications to satisfactorily perform the duties of the position (education, including degree and years of experience, both foreign and domestic): _____

Work location: _____

Proposed Salary (exact amount): _____

Is this a continuation of a previously approved H-1B employment? Yes No

If yes, explain: _____

Has the applicant applied for Permanent Residence based on either the "Exceptional" or "National Interest Waiver" categories? Yes No

H-1B Employment **Starting Date:** _____ **Ending Date:** _____
(If extension of current employment, indicate the starting date of the requested extension period)

Supervising Faculty Member: _____ Department: _____

Phone number: _____ Fax number: _____ E-mail: _____

Miscellaneous information:

Has the Applicant had an H-1 or L-1 visa previously? _____ If so, please give dates the visa was held and the name of the employer (attach copies of current and previous I-797 forms).

If the beneficiary has dependents accompanying him/her who will seek H-4 status, please complete the following:

Dependent: _____ SSN, if any _____
(Last/Family) (First/Given) M.I.

Date of Birth _____ Country of Birth _____ Visa status: _____
mm/dd/yy

(Attach sheet to list this information for additional family members.)

Notes: If the applicant is **outside** the U.S., list the address of the American Consulate to be notified of the H-1B approval so that he/she can obtain a visa.

Foreign address of applicant where copy of notification should be sent:

**Approval form for Virginia Tech process of
employment-based visa applications**

Faculty name _____ **Social Security number** _____
(Beneficiary of application)

Type of visa requested: **H-1B** Teaching faculty
 Research faculty
 Other: _____

Tenure track teaching faculty Research faculty

Effective date of appointment _____

Academic Department _____ **Campus mail code** _____ **UPS Shipping Number** _____

Contact person in department _____ **Phone:** _____ **Fax:** _____

Please attach appointment letter

Department Head _____
(print or type)

Signature _____

Academic Dean _____
(print or type)

Signature _____

Provost Office (For tenure track faculty only)
-or-

Signature _____

Patricia B. Hyer

Research Division (For research faculty only)
-or-

Signature _____

Sandra K. Muse

Personnel Services

Signature _____

Linda Woodard

International Affairs

Signature _____

Gerald W Berkley-Coats

When appropriate signatures have been obtained, International Affairs will start the visa application process as appropriate.

For further information please contact the us @ 231-6459. The mail code for International Affairs is 0265.

FORM 3
Prevailing Wage Determination Work Sheet

To assist International Affairs in obtaining a prevailing wage determination from the Virginia Employment Commission, please provide the following information. Please be sure to provide only the **minimum** requirements for the position even if the applicant has additional qualifications.

- 1) Applicant's Name _____
i. (Last/Family) _____ (First/Given) _____

- 2) Department where alien will work _____

- 3) Virginia Tech Title of Job _____

- 4) **Position held** by Immediate Supervisor _____

- 5) Proposed Annual Wage _____

- 6) Describe fully the job to be performed. Please make this as detailed as possible. Do not hesitate to use technical language if necessary.

- 7) Describe fully the **MINIMUM** education, training and/or experience required for the position. (Do not merely state the applicant's credentials) **This is very important.**

DETERMINATION OF ACTUAL WAGE

The U.S Department of Labor requires employers who are hiring H-1B employees to confirm that they will pay non-immigrants at least the local prevailing wage or the employer's actual wage, whichever is higher. The actual wage is the wage rate paid by the employer to all other individuals with experience and qualifications similar to those of the H-1B nonimmigrant for the specific employment in question.

The employer is required to **establish** and **document** the actual wage rate. Information must be available for public examination and for Department of Labor inspection. The inspection files are kept at the International Center.

To comply with the actual wage requirement, please complete the section below and attach any required documentation.

CHECK ONE:

There are no employees in the department with the job title and/or basic job duties of _____ (name of foreign national). This position is unique because:

_____.

The actual wage rate is the salary offered the prospective H-1B employee: \$ _____

Signature: _____(Department Chair or Director)

There are _____(number) other employees in the _____(name of department) with the job title and duties of _____(job title). The wage range for those employees is \$ _____ to \$ _____. Within this range an individual salary is determined by taking various factors into consideration. The factors used to determine the salary for individuals in the position of are:

_____.

The wage offered the prospective H-1B employee is: \$ _____.

I am attaching documentation to show how the department identified similarly-employed workers with similar education and experience and how this wage rate was determined. (This information is required by the Department of Labor.) It should consist of a list of employees in the same job classification and their salaries, plus an explanation of how the salaries were set. The salary of the H-1B worker cannot be lower than all of the other employees in the same classification because regulations require the employer to pay the prevailing wage OR the actual wage, whichever is higher.

Note: Some factors that the department can consider when determining an employee's salary are:

- experience
- qualifications
- education

- job responsibility/supervision
- specialized knowledge/skills
- publications
- other objective business-related criteria

According to NAFSA: Association of International Educators: “The Department of Labor has made it quite clear that for actual wage purposes, it is unacceptable to set a wage based solely on the salary level set by a grant. The *can't afford it* argument holds little water in the face of a Department of Labor Audit.” In addition, if a similarly employed individual has a higher than average salary because of a certain grant, the salary of that individual cannot be left out of the wage range if the duties, education, and experience of the employee are similar to that of the H-1B employee (note from the H-1B Handbook, 2000 Edition by Austin T. Fragomen, Jr. and Steven C. Bell).

**DETERMINATION OF ACTUAL WAGE
SAMPLE WORKSHEET**

Federal regulations related to the H-1B applications to provide written documentation that illustrated how the employer determined the actual wage. The documentation must show how the wage set for the H-1B nonimmigrant relates to wages paid by the employer to all other individuals with similar experience and qualification for the specific employment in question at the place of employment. (NAFSA: Association of International Educators Adviser’s Manual 2004)

To determine if you are offering at least the actual wage to the potential H-1B employee, please fill out the chart below or create or own. You could choose to prepare a detailed memo that explains the compensation system, as long as it is detailed enough so that a third party could calculate the actual wage for an employee. The actual wage may be a wage range, rather than one specific salary, but the documentation should clearly show how the wage offered to the H-1B worker fits in the wage range offered to similarly employed workers.

The International Affairs Office must include the actual wage documentation in files required by the U.S. Department of Labor. When we submit a Labor Condition Application (a required part of an H-1B application) we attest that the university will pay either the prevailing wage or the actual wage, whichever is higher.

Include employees in positions with similar responsibilities and job titles. Modify the chart as needed, to add employees and/or to reflect objective factors used to determine wages in your department.

Current Employees	Position Title	Highest Degree	Yrs. Relevant Experience	Special Skills/Knowledge	Special Job Duties	Other	Salary
A							
B							
C							
D							

Potential H-1B							
----------------	--	--	--	--	--	--	--

FORM 4 H1B Prospective employee information form
(To be completed by prospective employee only)

1. Name _____
(Last/Family) (First/Given) M.I.
2. Birth date (mo/day/yr) _____ 3. Country and City/County of Birth _____ 4. Country of
Citizenship _____
5. Social Security# _____ 6. Alien Reg.#(if any) _____ 7. Male/Female _____
8. Valid Passport? **YES NO** If yes, expiration date _____ Passport # _____
9. Has an immigrant petition ever been filed for you? **YES NO**
If yes, give details on back of this form.
10. Have you had H-1B status in the past 7 years? **YES NO**
If yes, give dates and name(s) of employer(s) on back of this form.
11. Have you ever been denied H-1B status previously? **YES NO**
If yes, please provide details on back of this form.

If you are currently in the U.S., please complete #12 - 17.

12. Date of Last Arrival:
(mo./day/year) _____ 13. I-94 number (eleven digits) _____
14. Current non immigrant status (e.g. F-1, J-1) _____

If you have ever been in the J-1 or J-2 status, please provide dates and photocopies of previous IAP-66(s). If you are subject to the 2-year home residency, you must have already received a waiver before, INTERNATIONAL AFFAIRS can proceed with this application.

15. Expiration date of current status on I-94 (mo/day/year) _____
16. Are dependent family members changing to H-4 status or extending H-4 status? **YES NO**
How many family members? _____ (Complete form I-539 for family members)
17. Are you currently in exclusion or deportation proceedings? **YES NO**
If yes, please provide explanation on back of this form.

If you are outside the U.S. or intend to apply for the H-1B visa outside the U.S., complete # 18-19.

18. Location of U.S. embassy or consulate where you will obtain H-1 visa (city and country)
- _____

19. Your home address outside the U.S.:

IIRIRA

20. In view of the provisions of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, please list all immigration statuses and dates held since your arrival in the United States;

<u>Status</u> (e.g. F-1, H-1, J-1)	<u>From</u> (mo/day/year)	<u>To</u> (mo./day/year)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Immigrant application information

21. Indicate if you have an application for Permanent Residence in process based on any of the following:

- _____ Labor Certification
- _____ National Interest Waiver
- _____ Outstanding Professor/Researcher
- _____ Extraordinary Ability Alien
- _____ Family Preference
- _____ Other _____

Employee signature: _____ Date: _____

Sample letter in support of H1B petition

Date

United States Citizenship and Immigration Service
Vermont Service Center
75 Lower Welden Street
St. Albans, VT 05479-0001

RE: H-1B Petition on Behalf of Dr. X

Dear Sir or Madam:

This letter is being submitted in support of Dr. X who is to be hired by Virginia Polytechnic Institute and State University's (Virginia Tech) Department of Y. Dr. X will be hired temporarily to perform services in a specialty occupation. The postdoctoral position requires the theoretical and practical application of specialized knowledge and requires the completion of a Ph.D. degree or its equivalent.

The Petitioner

Virginia Tech a comprehensive, public university located in Blacksburg, VA and is supported by the Commonwealth of Virginia. The Department Y is part of the College of Z, one of several colleges within the University. The College of Z offers BA, MS, MA and Ph.D. degrees. Faculty members, postdoctoral fellows, and graduate students in the Chemistry Department engage in research in chemical synthesis, organic chemistry, inorganic chemistry, biological chemistry, physical chemistry and spectroscopy among other areas. The Department has 23 faculty members, 40 postdoctoral fellows, and 115 graduate students.

The Specialty Occupation

Dr. X will assemble a new and unique apparatus (describe) which we anticipate will open a whole new area of research activity.

Immigration and Naturalization Service
Page 2

The Beneficiary

Dr. X obtained his doctorate from XXX University. Dr. X's degree is included in this petition. The work which Dr. X is undertaking requires someone with at least a Ph.D. degree. Dr. X has also had considerable experience in research laboratories following his thesis work at XXX University.

Terms of Employment

NAME:
SOCIAL SECURITY NUMBER:
DEPARTMENT:
ANNUAL SALARY
EFFECTIVE DATE:
RANK:
BEGINNING DATE:
ENDING DATE:

Department Y also further agrees to pay Dr. X the reasonable cost of return transportation if he is dismissed before the end of authorized employment. We further agree to comply fully with the terms of the approved Labor Condition Application.

Sincerely yours,

Department Chairperson

SAMPLE OFFER LETTER

December 20, 2001

Dr. Harry A. Potter
CENTRAL INSTITUTE of BIOTECHNOLOGY
UNIVERSITY of CORDOBA
Ave University 1000, Suite 444
Anaheim, Fluvania, 770-423391

Dear Dr. Potter,

I am delighted to offer you the position of Research Associate in my laboratory beginning March 1, 2002. You will be working on the industrially sponsored project "Generic engineering for improved commercial characteristics in Poppy seed cooking". Your experience in poppy seed rolls, cream cheese, and salad dressing make you ideally suited for this position and we are excited to have you join the laboratory. This project should provide you with additional research experiences and take full advantage of your talents. Your starting salary for this position will be \$35,000 per year plus benefits. Please respond to this offer in writing by 15 January 2002.

Sincerely,

Frank Lloyd Wright
Professor and Head

TERMS OF FACULTY OFFER

Date of Offer:

December 20, 2001

Response Due Date: January 15, 2002

Name: Wo Fats

Social Security Number: 376 63 4090

Department: Plant Pathology, Physiology and Weed Science

Annual Salary: \$35,000

Effective Date: March 1, 2002

Position Number: 123455

A/P Faculty Type: Professional

Rank: Postdoctoral Research Associate~

Tenure Status: Non-Tenure

Track Appointment Type (regular or restricted): Regular

Academic Year or Calendar Year: Calendar Year

Current or Past University Employee: Past Restricted Position -2000

Funding Information: 439093

INITIAL APPOINTMENT:

Initial appointment to a non-tenure track administrative or professional faculty position is for a one-year period, renewable annually based on job performance, continued need by the University for the scope and level of services being provided, and available funding. Please see Chapter 3 of the Faculty Handbook for policies specific to administrative and professional faculty positions.

ANNUAL AND SICK LEAVE:

No annual leave is awarded within the academic year, but the discretion of the department head is recognized in assigning duties during periods when the University is not in session. The University program for sick leave for full-time restricted employees provides ten hours per month of sick leave. Sick leave will not extend beyond the date of termination. Faculty members who also elect the state retirement program (VRS) may select a state-defined program for sick leave and short-term disability instead. This option will be described to eligible faculty members during benefits enrollment. Unused sick leave is not compensated at termination of appointment. Faculty on part-time restricted appointments earn proportionate sick leave, with the same restrictions as above.

PAY PERIODS AND AUTOMATIC CHECK DEPOSIT:

Salary is paid in semi-monthly installments on the first and sixteenth of the month over the calendar year. There is a one-week lag between the payroll period and receipt of the related pay. Salary for the payroll period of the 10th through the 24th of the month is reflected in the paycheck on the first of the subsequent month. Salary for the payroll period of the 25th through the 9th of the month is reflected in the paycheck on the 16th of the month. Payment is made directly to the faculty member's bank or financial establishment by University policy.

IMMIGRATION REQUIREMENTS:

Immigration laws require that either prior to or on the first day of employment at Virginia Tech, you must present acceptable documentation of your identity and proof of U.S. citizenship or an alien status authorized to work in this country. Employment will be contingent upon your meeting this requirement.

OFFICIAL TRANSCRIPT REQUIREMENT:

Regional accreditation requires us to have on file a transcript of the highest degree earned for all new faculty members prior to the start of employment. Please provide an official transcript from the institution where you earned your highest degree. Since it may take some time for your home institution to provide an official transcript, we recommend that you make the request as soon as possible. Employment as a

faculty member is contingent upon receipt and verification of appropriate credentials, The department retains the transcript for audit purposes.

SELECTIVE SERVICE REQUIREMENT FOR MALE EMPLOYEES

An amendment to the Code of Virginia requires selective service compliance as a condition for employment.

Newly hired faculty, staff and students cannot start work until they have satisfied the conditions of the state law. To comply with this Code change, which became effective July 1, 1999, all male prospective employees must complete the *Selective Service Registration Questionnaire* before they can start work. After you accept our offer of employment, you will be asked to complete this form. Prospective employees who indicate on the form that they were *required to register but did not register* must present verification from the Selective Service System to Personnel Services, indicating the requirement is terminated or inactive before they can be hired. If you are unaware of your status, you are strongly encouraged to contact Selective Service System at 1-847-688-6888 for a determination as soon as possible so that you may obtain the appropriate paperwork in advance of your effective hire date.

FINAL APPOINTMENT APPROVAL AND FACULTY HANDBOOK:

The terms and conditions of faculty employment are found in the Faculty Handbook, which is subject to change at any time by the Board of Visitors. A copy of the current Faculty Handbook will be provided when you start employment. The Handbook is available at the following website:

<http://www.provost.vt.edu/fhp/fhl2.html> All appointments are subject to final approval by the Board of Visitors.

OTHER TERMS OF APPOINTMENT:

Offer made by: _____ Department Head Signature Block Date

Verify the personal information listed at the beginning of this form. Notification of acceptance of these terms of offer must be received by January 15, 2002.

I accept the position as described above.

Candidate's Signature Block

Date

SAMPLE CREDENTIALS EVALUATION LETTER

March 7, 2003

United States Citizenship and Immigration Services
Vermont Service Center
30 Houghton Street
St. Albans, VT 05478-2399

RE: Credentials Evaluation; Dr/MS/Mr XXXXXXXX

Dear Madam or Sir:

This is to advise you regarding the evaluation of the education and training of XXXXXXXX, who is being offered a position as a Research Scientist in the Department of Chemistry at Virginia Polytechnic Institute and State University.

Dr. XXXXXXXX has received a Degree of Doctor of Philosophy from the Department of Chemistry in the National University of Singapore. Review of his academic credentials indicates as equivalency in the training and performance between the program Dr. XXXXXXXX has completed and what many programs in the USA would require. Thus the Doctor of Philosophy Degree he has completed is adjudged comparable to an American (USA) Degree of Doctor of Philosophy in Chemistry.

Sincerely

Somebody's name
Signature block