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## Instruction Guide for Initiating H-1B Visa Petition

### CASE INITIATION EMPLOYER QUESTIONNAIRE

**IMPORTANT NOTE:** *All visa petitions should be submitted minimally 9 months prior to the requested start date. Having a less lead time may result in foreign nationals having a gap in employment or having to return to their country.*

To initiate a H-1B visa petition (new, extension or amendment), the initiator (must be a department's designated administrator or HR representative) must complete a Case Initiation Employer Questionnaire through the Fragomen's Connect Portal. All new users to the Connect Portal must submit a request to Immigration Compliance Services by emailing [ics@hr.ufl.edu](mailto:ics@hr.ufl.edu) to obtain access. If your access has been deactivated, submit a request to [connectsupport@fragomen.com](mailto:connectsupport@fragomen.com) for assistance to reactivate your account.

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### Documents Needed Prior to Initiating Questionnaire

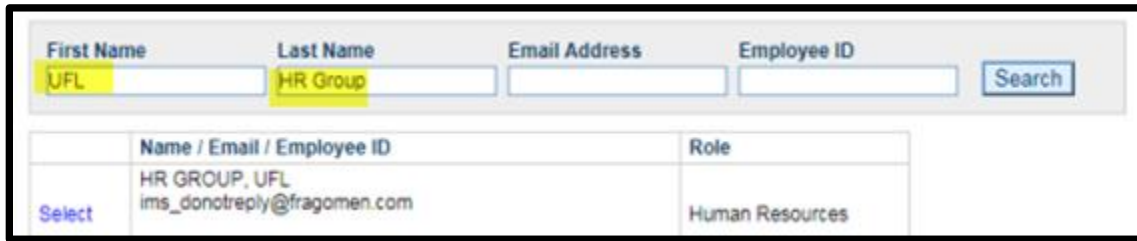
Prior to initiating your H-1B petition, you will need to gather following documents:

- An offer letter with the H-1B immigration statement (ICS policy is to request three year increments on H-1B petitions):  
<https://hr.ufl.edu/manager-resources/recruitment-staffing/immigration-compliance-services/offer-of-employment-letters/>
- Updated/most recent CV
- Result of academic credential evaluation for foreign degree
  - For International Medical Graduates, in addition to the credential evaluation, following is required.
    - USMLE (Step 1-3)
    - ECFMG Certificate
    - Fellowship Certificate (for advanced/specialized medical positions)
    - Florida Medical License, if applicable
- A copy of the Foreign National's Current passport
- A copy of the Foreign National's Current Visa Documents (e.g. I-20, OPT card, DS-2019, J Waiver, or I-797 approval notice)
- Position Description or job posting (for faculty position)
- Actual Wage Form (AWF)
- Actual Wage Memo (AWM)
- Controlled Technology/Technical Date (CTTD)
- FedEx Account Number for your department

## Instructions for Submitting a questionnaire in the Connect Portal

1. Log in: <https://immigration.fragomen.net/login>
2. Click **Initiate Case**.
3. Type in the Employee's First and Last name  
**Note:** If the employee already has a record with Fragomen, it will show there is a matching record. If there is a matching record, on the next screen, please select the applicable record to pre-populate the questionnaire; otherwise, you can opt to proceed without pre-populating existing data. Click **Next**.
4. Click **Next** to create for new employee
5. While on the page, "Which questionnaire would you like to create", make the following selections:
  - Company: **University of Florida**
  - Country: **USA**
  - Questionnaire: **UFL – Case Initiation Employer Questionnaire**
6. Click **Next** and select **I will complete the questionnaire right now** or **I will start the questionnaire right now**.
7. In the next screen, enter your information under the "Line Manager" if it is not there already.
8. For "Human Resources" role, please be sure to select "**UFL HR Group**" by entering "**UFL**" for first name and "**HR Group**" for Last Name. Please see example below:

Role	Recipient Name	Email	Employee ID	Date of Birth
Line Manager	Department contact	Dep.contact@ufl.edu		



9. Click **Finish** to begin the “UFL – Case Initiation Employer Questionnaire”

**ADDITIONAL REQUIREMENTS**

- Please include your department’s FedEx account number in the “**Any Comments or additional information?**” field, right below the “**Is Travel required for this position?**” field, in the **Assignment Details** section.
- Please select your name as the “**Company Contact Information – Case Contact**”, otherwise, you can type in your information below of drop down menu.
- Department will NOT need to complete the Dependents information.

**Instructions for Completing the Questionnaire**

All fields with an asterisk are required to be completed. Non-mandatory fields are still required to be filled in, unless stated otherwise. Please see below for guidance on completing the Case Initiation Employer Questionnaire. For additional assistance, please contact Immigration Compliance Services by emailing [ics@hr.ufl.edu](mailto:ics@hr.ufl.edu).

<b>FIELD</b>	<b>DESCRIPTION</b>
<b>Host/Receiving Country Section</b>	
*Host/Receiving (Destination) Country	Always <b>USA</b>
*Sending Country	Foreign national’s country of citizenship
<b>Employee/Candidate Details Section</b>	
*Last Name	Employee’s official last name.  <i>Enter <b>LNU</b> if the employee does not have a last name.</i>

*First Name	Employee's official first name.  <i>Enter <b>FNU</b> if the employee does not have a first name.</i>
Middle Name	Employee's official middle name. Select "Not applicable" if the employee does not have a middle name.
Not applicable	
Nickname	
*Gender	Select appropriate gender. Select Not Available box below this field if gender is unknown.
Not available	
Country of Birth	Select appropriate country
Marital Status	Select appropriate marital status
<b>Citizenship #1</b>	
Country of Citizenship	Select appropriate country.  <i>This may differ from the country of birth. Verify by reviewing the employee's passport/immigration documents.</i>
<b>Add Citizenship</b>	
Add Citizenship	Select the plus sign to enter additional citizenship.  <i>If the employee has more than one citizenship, be sure to upload a copy of the passport biometric page for each citizenship.</i>
<b>Email #1</b>	
*Email Type	Select the type of email
*Email Address	This will be the primary email address Fragomen will use to communicate with the foreign national.

<b>Add Email</b>	
Add E-mail	Select the plus sign to enter additional email addresses
<b>Case Initiation Details</b>	
*Case Initiation Type	<p>Select appropriate type – New, Extension, or Amendment</p> <p><i>If you selected H-1B - First Time Employee, please provide a copy of the Offer Letter and the Advertisement/Position Description in the Attach Documents section at the end of this questionnaire.</i></p> <p><i>If you selected H-1B Amendment, please specify what is being amended.</i></p>
<b>Premium Processing</b> <i>(Requesting USCIS to adjudicate petition in 15 calendar days)</i>	
*Are you requesting Premium Processing Service?	<ul style="list-style-type: none"> <li>• <i>Highly recommended for new H-1B Cases.</i></li> <li>• <i>Not necessary for extensions unless travel is involved during extension filing</i></li> </ul>
<b>Expedited/ Rush Case Processing</b> <i>(Request Fragomen/ICS for expedited petition preparation)</i>	
*Are you requesting Expedited / Rush Case Processing?	<i>Please refer to UF Immigration Compliance Services website for additional details.</i>
<b>Assignment Details</b>	
*Is the employee/candidate currently in the United States?	Select appropriate answer
*If yes, what is the employee's/candidate's current immigration status?	Select appropriate immigration category
*Current immigration status expiration date	<i>Review appropriate immigration document (e.g. DS-2019 for J-1 visa holder, I-20 for F-1, EAD, and/or I-94)</i>

Or D/S	Do not check this box unless directed otherwise by Immigration Compliance Services.
*Proposed Company Job Title	UF official classification title, not working title
*Proposed Job Description	<ul style="list-style-type: none"> <li>• For <b>TEAMS</b> – essential job duties stated on the position description along with allotted percentage</li> <li>• For <b>Teaching Faculty</b> – must include job duties, course name and number</li> <li>• For <b>Research Faculty</b> – must include job duties and grant and/or research project</li> <li>• For <b>Clinical Faculty</b> – job duties</li> </ul>
Proposed Assignment State Date	Must provide an anticipated start date of the visa.
*Proposed Gross Annual Compensation (Salary)	Annualized amount
*Are you requesting the earliest date possible?	Select the appropriate answer
*If yes, please explain	Provide justification or enter <b>N/A</b>
*Is this position part-time or full-time?	Select the appropriate answer
*Full-Time Annual Salary	Annualized Salary for full time and hourly rate for Part-Time position.
*What type of position is this?	Select the appropriate answer
*If TEAMS, please provide percentages of effort allotment	Enter the percentage of effort reflected on the position description when this field appears. It should always add up to 100%
*Will this employee/candidate receive standard benefits per HR policy?	“Yes” or “No”

*Number of training years	It should be years of experience after the employee acquired their degree. It should not reflect the time spent in training like residency or fellowship.
*Type of training required	Training like apprenticeship, residency, or fellowship
*Degree required for this position (based on official HR classification)	Indicate the required degree stated on the position description
*Field of Study Required for Position	<p>Indicate the field of the study for the position (i.e. Information Systems, Biology, etc...)</p> <p><b><u>The department should limit the number of fields of study to three.</u></b> This is <b>NOT</b> referring to the field of study that the foreign national has. The field of study should encompass all degrees that would qualify an applicant for this position.</p>
*Highest degree that qualifies the employee/candidate	<p>Indicate the highest level degree the employee achieved to qualify for the position.</p> <p>If the foreign national obtained their degree abroad, then a degree equivalent must be obtained. For a list of academic credentialing services, please visit <a href="https://naces.org/members">https://naces.org/members</a></p>
*Field of study held by employee/candidate from diploma/transcripts	Indicate the field of study the foreign national's degree is in.
*Did the employee/candidate earn the required degree abroad?	<p>An official academic credential equivalency will be required.</p> <p>For medical graduates or physicians, in addition to academic credential equivalent, the following must be uploaded:</p> <ul style="list-style-type: none"> <li>• USMLE (Step 1-3)</li> </ul>

	<ul style="list-style-type: none"> <li>• ECFMG Certificate</li> <li>• Fellowship Certificate (for advanced/specialized medical positions)</li> <li>• Florida Medical License, if applicable</li> </ul>
*Is any experience required for this position?	"Yes" or "No"
*If yes, how many years of experience are minimally required for this position?	Please note that this is asking for the job's minimum post-education experience, NOT the experience possessed by the employee/candidate.
*Is a license required for this position?	"Yes" or "No"
*Are there any other requirement for this position?	I.e. board certification, certificate, special skills, etc...
*Is travel required for this position?	"Yes" or "No"
Any comments or additional information?	<b>**Be sure to enter your department's FedEx account number here.</b>
<b>Proposed Job Location</b>	
*Full legal business name of company at which Assignee will be employed (Host Company)	Always <b>University of Florida</b>
*Country	Always <b>United States of America</b>
*Street Address	Actual physical address, not PO Box, suite number, office number or name of the building.
Address 2	
*City	City where the job is located
State/Province/Region	State where the job is located



If the State/Province/Region is not in the list above, please provide:	Fill in if appropriate
Postal Code	Postal code for the job location
*Is the physical job location different than above?	Select "Yes" or "No"
<b>Physical Job Location</b> <b>(This section will appear if "Yes" is selected for Physical job location different than above")</b>	
Is this a company location or third party site?	"Yes" or "No"
Company Name/Third Party Site Name	UF Department Name or the name of the facility for Third Party Site.
*Country	Always <b>"United States of America"</b>
Street Address	Street address of the job location
Address 2	
City	City where the job is located at
State/Province/Region	Please select appropriate answer
If the State/Province/Region is not in the list above, please provide:	Complete if appropriate
Postal Code	Please indicate
*Will the employee work at any other location(s) in addition to the one above?	"Yes" or "No"
*If yes, please provide the addresses as well as the percentage of time to be spent at each address	This field will appear if the answer to the above question "Will the employee work at any other location(s) in addition to the one above?"

	<p>Please indicate all addresses and the percentage of time the employee will be working there. It must add up to 100%</p> <p><i>Example:</i>          111 UF Street, Gainesville, FL 32801 – 50%          222 UF Avenue, Gainesville, FL 32801 – 30%          333 UF Boulevard, Gainesville, FL 32801 – 20%</p>
<b>Company Contact Information</b>	
Company Case Contact	Select your name. Skip to next field if your name is not listed here.
Enter name of the Company Case Contact if not in list above	If your name is not found on the list above, enter your name here
Manager (Last Name)	Enter manager's last name
Manager (First Name)	Enter manager's first name
Manager's Email Address	Enter the manager's business email address
Manager's Phone Number	Enter the manager's phone number
<b>Export Control</b>	
<p>For this section, please review the information regarding Export Administration Regulations (EAR) and the International Traffic in Arms Regulations (ITAR), and then indicate if this position requires a license or not under these regulations.</p>	
<b>Company-Specific Information</b>	
*Department	Enter the name of the sponsoring department
*Division	Enter the name of the sponsoring college
*Is the employee's position covered under a Collective	"Yes" or "No"

Bargaining Agreement (CBA)?	
*Supervisor Job Title	Enter manager's job title
<b>Attach Documents</b> For this section, please see below for guidance on appropriate document(s) to upload.	
*Current/Updated CV or Resume	Upload the employee's most recent/updated CV or resume.
*Offer Letter	Upload if one is available; be sure the offer letter has the immigration language.
*Proposed Job Description	For faculty – job posting; TEAMS – position description
Advertisement (If applicable)	If applicable
Controlled Technology/Technical Data (CT/TD) License Compliance Attestation Form:	This is required for H-1B visa petition.
Actual Wage Form (if applicable)	This is required for H-1B visa petition.
Actual Wage Memorandum (if applicable)	This is required for H-1B visa petition.
Other documents	Upload remaining documents, including bio page of passport, academic credential equivalency result, DS-2019/I-20/EAD, J Waiver (if applicable), diploma, academic credential evaluation (ACE), license/certificate, course sampling, etc...

**What's Next?**

After you click on **Save and Submit**, you will be prompted to select one of the following options:

- GO BACK** Select this option if you would need to go back to the form and make changes
- SAVE DRAFT** This option will allow to save what you have entered and make changes/complete the questionnaire at a later date. Please note that this option does not mean this case has been initiated since it is not forwarded to Immigration Compliance Services/Fragomen.
- SUBMIT** Select this option if the questionnaire is complete and ready for Immigration Compliance Services and Fragomen to begin reviewing the questionnaire for petition preparation. Please note that Fragomen will reach out to the foreign national after the questionnaire has been approved by Immigration Compliance Services.

### Contact Information

For further assistance, please contact Immigration Compliance Services by emailing [ics@hr.ufl.edu](mailto:ics@hr.ufl.edu).