

## Information /Forms for Non-US Citizen Employees & Visitors

- **Preparation for Hiring/Searches for Non-US Citizen Candidates**
  1. Prior to communication with the candidate, please contact Susan Lee, Foreign Student & Scholar Adviser at x2115 or susanl@udel.edu
- **H1-B VISA**
  1. Temporary (6 years) employment visa
  2. New \$500 antifraud and theft fee required for processing. Payment must be made from the hiring department or college accounts— may not be paid by the employee.
  3. H1-B Information  
<http://www.udel.edu/gradoffice/facultystaff/h1bdetails.pdf>
  4. H1-B Application (for Department and Employee)  
Includes sample letter required from hiring department  
<http://www.udel.edu/gradoffice/facultystaff/h1bquest.doc>
- **J-1 VISA**
  1. Temporary SHORT TERM employment and/or research ONLY (32 months maximum) NO TENURE TRACK POSITIONS
  2. Visa Request form for Visiting Scholar  
<http://www.udel.edu/gradoffice/facultystaff/visschol.pdf>
- **UDW8**
  1. Required of all Non-US Citizens for reimbursement or payment on behalf of individual to a hotel, shuttle, etc., as well as the payment of honoraria
  2. UDW8 Form: <http://www.udel.edu/gradoffice/facultystaff/udw8.pdf>
- **I-9 FORM**
  1. Employment verification form for all Non-US Citizens. Must be completed by FSSS not hiring department. Departments should complete the form and submit to FSSS within 3 days of hiring
- **PERMANENT RESIDENCY (Green Card Application)**
  1. Any person interested in obtaining permanent resident status (green card) in the US has the responsibility to arrange for processing of the green card. The individual must complete the process him/herself or hire a private attorney without financial cost to the UD. All green card processing must be coordinated by the individual or his/her attorney through FSSS who will authorize the proper UD Department of Labor account. The UD department may not set up a UD account with a private attorney.  
<http://www.udel.edu/gradoffice/facultystaff/greencarda.pdf>
- **IMMIGRATION ATTORNEY SERVICES**
  1. Available by appointment each Tuesday; call x8697 for appointment; located in 234 Hullihen Hall.