



STANFORD UNIVERSITY  
OFFICE OF POSTDOCTORAL AFFAIRS

**H-1B/E-3 EMPLOYMENT VISA REQUEST FORM FOR POSTDOCTORAL SCHOLARS**

Faculty Sponsor Name: \_\_\_\_\_ Department/Division: \_\_\_\_\_

Postdoctoral Scholar Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Postdoctoral Administrator Name: \_\_\_\_\_ Email: \_\_\_\_\_

Incoming postdoc  Current postdoc

Requested Visa:  H-1B  E-3  Other (specify) \_\_\_\_\_

Type of Request:  Initial  Extension  Porting (transfer)

If extension, current H-1B, E-3, or Other visa end date: \_\_\_\_\_

If initial request, current visa status and end date:

J-1  F-1 OPT  Other (specify) \_\_\_\_\_

End Date \_\_\_\_\_

If J-1 holder, has waiver been obtained?  Yes  No

**New or Extended H-1B, E-3, or Other Visa Dates & Funding Information:**

Requested Visa Start Date: \_\_\_\_\_ Requested Visa End Date (must match appointment end date): \_\_\_\_\_

Source of Funding (name of agency(ies); discretionary faculty accounts): \_\_\_\_\_

**Reason(s) for Request:** Check all that apply. **Evidence of all checked items must be submitted with this form (see Checklist on Page 2).**

- 1. The postdoctoral scholar is currently in valid H-1B or E-3 or other employment visa status as specified above.
- 2. The postdoctoral scholar has pending United States permanent residence as evidence by the attached I-485 receipt.
- 3. The postdoctoral scholar is married to a US citizen or a US permanent resident.
- 4. The postdoctoral scholar has received his/her PhD or equivalent degree in the United States on an F-1 visa and is currently completing six months of optional practical training at Stanford or elsewhere.
- 5. The postdoctoral scholar is ineligible for a J-1 visa as a result obtaining a J-1 waiver.\*
- 6. The postdoctoral scholar is ineligible for a J-1 visa because:  J-1 visa exhausted  24-month bar\*  Other (specify below)\*  
\_\_\_\_\_
- 7. Retention: postdoctoral scholar has a comparable offer from outside Stanford with an H-1B employment visa commitment.\*

\* Requires H-1B Review Board Approval.

**For Faculty Sponsors:** I understand the following rights and responsibilities associated with Stanford University sponsorship of an H-1B or E-3 visa for this postdoctoral scholar:

- I attest that this request/petition is made based on the needs of my research project and that I have undergone sufficient search for qualified candidates for this postdoctoral position as described in the attached summary.
- I am committed to appoint the scholar conterminously with the validity dates of the H-1B or E-3 dates requested.
- I will support the scholar as a full-time salaried appointee receiving wages on university payroll throughout the period of the H-1B or E-3 status.
- I understand that the scholar will not be eligible to apply nor receive fellowship support within Stanford or outside sources (no stipend dollars).
- In the case of an early termination of the scholar's appointment, I will be responsible for paying his/her airfare back home immediately upon ending the appointment.
- I understand that I may not ask the scholar to pay the fees associated with filing this petition with the Office of Postdoctoral Affairs or with USCIS if prohibited by law, university policy or if it results in a reduction of the scholar's funding to a level below Stanford's required minimum level of support.

**PTA for \$900 Processing Fee (required only if Reason 4, 5, or 7 is checked above, if visa approved):** \_\_\_\_\_

Signatures: Obtain the appropriate signatures below before submission to Office of Postdoctoral Affairs.

\_\_\_\_\_  
Faculty Sponsor Signature Print Name Date

\_\_\_\_\_  
DFA/Dept Manager or Postdoctoral Administrator Signature Print Name Date



## H-1B/E-3 EMPLOYMENT VISA REQUEST FORM FOR POSTDOCTORAL SCHOLARS

### SUBMITTING THE REQUEST TO OPA

#### **PLEASE REFER TO THE CHECKLISTS BELOW FOR SUPPORTING DOCUMENTS TO BE SUBMITTED IN ONE PDF FILE WITH THIS REQUEST FORM**

*INCOMPLETE SUBMISSIONS MUST BE CORRECTED PRIOR TO EVALUATION BY THE REVIEW BOARD.*

#### **NEW APPOINTMENT:**

1. Upload to the Recommendation web form (via AXESS/Postdoc Administrative Forms) in one PDF file, this completed and signed form with supporting document(s) listed below that correspond to the Reason(s) for Request checked on Page 1.
2. Send a notification email to Tammy Wilson at [tjwilson@stanford.edu](mailto:tjwilson@stanford.edu)

#### **APPOINTMENT EXTENSION:**

1. Upload to the existing Recommendation web form (via AXESS/Postdoc Administrative Forms) in one PDF file, this completed and signed form with supporting document(s) listed below that correspond to the Reason(s) for Request checked on Page 1.
2. Submit a Change Request web form.
3. Send a notification email to Tammy Wilson at [tjwilson@stanford.edu](mailto:tjwilson@stanford.edu)

### SUPPORTING DOCUMENTS CHECKLIST FOR ALL REQUESTS

- If currently in valid H-1B, E-3, or other employment visa status, **submit a copy of the most recent USCIS I-797 Approval Notice.**
- If pending United States permanent residence, **submit a copy of the I-485 receipt.**
- If married to a US citizen or US permanent resident, **submit a copy of the marriage certificate.**
- If completing six months of optional practical training (F-1 OPT) at Stanford or elsewhere, **submit a copy of the EAD Card.**
- If a J-1 waiver has been obtained, **submit a copy of the USCIS waiver approval notice.**
- If J-1 status is exhausted or the 24 month bar applies, **submit a copy of the most recently issued DS-2019.**
- If ineligible for J-1 visa for "Other" reason, **submit documentation that supports the reason stated.**
- If comparable offer from outside Stanford with an H-1B visa commitment, **submit a copy of the offer letter.**

### **NEW APPOINTMENT REQUESTS WITH ANY OF REASONS 5 - 7 CHECKED (ON PAGE 1) REQUIRE ADDITIONAL SUPPORTING DOCUMENTS (SEE PAGE 3 ALSO)**

*THE SUPPORTING EVIDENCE FOR NEW APPOINTMENTS SHOULD INCLUDE DOCUMENTATION OF THE ABSENCE OF OTHER CANDIDATES SUITABLE FOR THE POSTDOCTORAL POSITION, SUPPORTED BY A SEARCH PROCESS:*

- A copy of the position announcement(s);
- Location(s) and duration(s) of position announcement posting(s);
- Number of applications received and assessment of other applicant qualifications.  
(DO NOT submit other applicants' CVs)



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**FACULTY SPONSOR STATEMENT**

**REQUIRED FOR REQUESTS WITH ANY OF REASONS 5 - 7 CHECKED (ON PAGE 1)**

Describe the unique contribution/skill sets possessed by the postdoctoral scholar as demonstrated through a formal application and selection process for the postdoctoral position.

Describe any significant hardship on the progress of the research project if the postdoctoral scholar were to decline a Stanford offer or depart from a current Stanford appointment.

Provide the job description for this postdoctoral position and explain how it differs from a staff position.

Describe the training component(s) of this postdoctoral position.

Other documentation or circumstances in the case that would inform the Review Board of the merit of the case.