



United States Citizenship and Immigration Services (USCIS). Research HR will make a recommendation regarding the Visa Request and transmit same to the Vice President, Research Operations and Logistics.

100.2.2. Vice President (VP), Research Operations and Logistics will assess the Visa Request with regards to conformity to the overall goals of the Research Institute. VP will communicate determination to Research HR. Rejected requests will also be communicated to the Principal Investigator and Center Director.

### 100.3. Visa Application

100.3.1. Upon approval of the Visa Request, Research HR will engage the Supporting Party to ensure that the information necessary to file the application has been obtained.

100.3.2. Research HR will engage outside Law Offices who will prepare the necessary applications and assurances. While Research HR will be solely responsible for managing the Law Offices' activities, Research HR may seek the cooperation of the Supporting Party to do so effectively.

100.3.3. Research HR will execute all applications prepared by Law Offices and will maintain necessary documentation on file.

100.3.4. Research HR will communicate with Supporting Party upon learning of the determination of the Application and will coordinate hire actions indicated with the Supporting Party.

### 100.4. The Research Institute will consider sponsorship for the following visa categories:

100.4.1. B-1: Visitor for Business -- Applicants for visitor visas must show that they qualify under provisions of the Immigration and Nationality Act. Applicants must demonstrate that they are properly classifiable as visitors under U.S. law. The purpose of a B-1 visa is to enter the U.S. for business for a specific limited period.

100.4.2. TN: Trade NAFTA -- The TN (Trade NAFTA) classification is available to a Canadian or Mexican citizen who seeks to enter the U.S. on a temporary basis (up to 3 years and renewable in increments of up to 3 years) to work in a professional-level job under provisions of the North American Free Trade Agreement. The individual must be employed in one of the professions listed in the NAFTA Professional Job Series List and have at least a baccalaureate degree unless an alternative credential is specified.

100.4.3. H-1B: Specialty Occupation – H1-B visa status is an appropriate classification for individuals engaging in “specialty occupations” (up to six years). Applicants must hold a minimum of a B.A or B.S.

100.4.4. J-1: Exchange Visitor -- This visa category is currently sponsored by the University of Washington and is appropriate for visiting faculty and scholars, has a three-year limit and requires an invitation from an academic department. J-1 visa status supports the following positions:

- 100.4.4.1. Visiting Scholar - persons who hold professorial (including research) positions, or other professional positions.
  - 100.4.4.2. Visiting Scientist - persons who do not have the M.D. or Ph.D. but who otherwise possess a skill appropriate to an ongoing departmental research activity.
  - 100.4.4.3. Research Associate and Senior Fellow – persons who are foreign trained M.D. and Ph.D. Foreign trained M.D. sponsored by the UW's J-1 program may be restricted in their ability to participate in clinical activities.
  - 100.4.5. PR: Permanent Resident – In order for a foreign national to be considered by U.S. Citizenship and Immigration Services (USCIS) for permanent residency through employment, it is necessary for that individual to be sponsored by an employer. Permanent Residency status is appropriate for international researchers who receive a full time permanent offer of employment in positions that require Advanced Degrees in the performance of the work duties. Exceptions to this eligibility requirement may be considered upon submission of a formal request from Institute's supporting party to the Vice-President, Research Operations & Logistics. In general, sponsorship for permanent residency at the Research Institute involves the filing of a labor certification application with the Department of Labor prior to initiation of an immigrant visa petition.
- 100.5. Initiation of all requests should begin as early as possible. Visa processing times vary at U.S. Embassies and Consulates throughout the world. While adhering to the timelines below does not guarantee timely completion, they are recommended to increase likelihood of success.
- 100.5.1. Non-Immigrant visa requests should be made to Research HR at least six months in advance of the start date of the exchange activity
  - 100.5.2. Permanent residence is a detailed and time consuming process which requires two or more years to complete, depending on the circumstances of the case. Most often a person applying for immigrant status is already employed at the Institute on a temporary, nonimmigrant H-1B work visa. It is recommended that the permanent residence process begin no later than the end of the fifth year of the H1-B visa. Failure to act within a reasonable period of time may jeopardize the employee's ability to obtain permanent residency and, therefore, to continue uninterrupted employment. Though approval of the permanent residence petition is likely, based on previous legal assessment, it is impossible for any employer to guarantee that its efforts to secure approval for an immigrant visa will be successful.
- 100.6. Fees and Costs
- 100.6.1. Appendix A, Visa Cost Estimate and Responsibility Distribution, enumerates which role is responsible for costs associated with pursuing Visas.

100.6.2. Generally, the Research Institute will be responsible for the costs associated with the services provided by the Supporting Law Offices, while the Research Center will be responsible for filing fees and non-standard attorney fees.

100.6.3. Foreign Nationals are responsible for coordinating with the assigned Law Offices the filing of paperwork and payment of all fees related to dependent family members who may need to amend or adjust their status. Insofar as the Research Institute is required to pay any of these fees, the fees will be absorbed by the Research Center.

**Appendix A, Visa Cost Estimate and Responsibility Distribution**

Visa Type		Support by:			
Item	Approximate cost**	Research HR	PI Funding	PI Research Center	Foreign National
<b>H1B – Non-immigrant visa</b>					
CIS filing fee	\$320.00			x	
Fraud Prevention and Detection Fee	\$500.00			x	
Supporting Law Offices	\$3,500.00	x			
Premium processing	\$1,000.00			x	(or x)
Dependent / spouse filing - ALL fees (each)	\$300.00				x
Attorney's fees in excess of listed above				x	
<b>Estimated total w/o salary</b>		<b>\$3,500.00</b>	<b>\$0.00</b>	<b>\$1,820.00</b>	<b>\$300.00</b>
<b>IMMIGRANT VISA</b>					
<b>PERM – Preferred Method</b>					
PERM - Labor Certification (Ad expenses*)	\$0.00			x	
PERM - Attorney's fees	\$6,500.00	x			
I-140 CIS filing fee	\$475.00			x	
I-140 Attorney's fees	\$2,000.00	x			
I-485 CIS filing fee	\$1,010.00			x	
I-485 Attorney's fees	\$2,000.00			x	
I-131 Advance Parole CIS filing fee	\$0.00			x	
I-765 employment authorization card CIS	\$0.00			x	
Fraud Prevention and Detection Fee	NA				
Attorney's fees in excess of listed above				x	
Salary support guarantee, if necessary			x	(x, if PI fund fails)	
Dependent / spouse filing - ALL fees (each)	\$2,760.00			(or x)	x
<b>Estimated total - w/o salary</b>		<b>\$8,500.00</b>	<b>\$0.00</b>	<b>\$3,485.00</b>	<b>\$2,760.00</b>
<b>N.I.W. (National Interest Waiver)</b>					
<b>N.I.W.</b>					
I-140 CIS filing fee	\$475.00			x	
I-140 Attorney's fees	\$7,500.00	x			
I-485 CIS filing fee	\$1,010.00			x	
I-485 Attorney's fees	\$2,000.00			x	
I-131 Advance Parole CIS filing fee	\$0.00			x	
I-765 employment authorization card CIS	\$0.00			x	
Fraud Prevention and Detection Fee	NA				
Attorney's fees in excess of listed above				x	
Salary support guarantee, if necessary			x	(x, if PI fund fails)	
Dependent / spouse filing - ALL fees (each)	\$2,760.00			(or x)	x
<b>Estimated total - w/o salary</b>		<b>\$7,500.00</b>	<b>\$0.00</b>	<b>\$3,485.00</b>	<b>\$2,760.00</b>

\* Currently, no pass on cost.

\*\* Fees are subject to change

**Appendix B, Visa Request Form**

<b>INSTRUCTIONS</b>		
1. Please include candidate's CV with this form 2. Please complete page 1 of this form (page 2 is for office use only) 3. Forms should be submitted to Research HR, mailstop C9S-9 or via email <a href="mailto:sara.castro@seattlechildrens.org">sara.castro@seattlechildrens.org</a>		
<b>REQUEST FOR VISA SPONSORSHIP – please indicate type below:</b>		
<input type="checkbox"/> H1B (new) or <input type="checkbox"/> H1B (extension) <input type="checkbox"/> TN <input type="checkbox"/> Other *:		
<input type="checkbox"/> Permanent Residence/Green Card		
Comments (if needed):		
<i>* J1 Visas are issued by the University of Washington. Only Principal Investigators with UW Faculty appointment can sponsor J1 Visas. Please contact Calina Brown for more information. <a href="mailto:calinab@u.washington.edu">calinab@u.washington.edu</a> This form is <u>not</u> required if this request is for J1 Visa.</i>		
<b>APPLICANT INFORMATION</b>		
Name:		
Present Address:	City, Country:	
Home Country Address:	City, Country:	
City and Country of Birth:		
<b>Has applicant previously been in the United States?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, when, where and what VISA status:		
Expiration date of current status (if app):		
<b>POSITION INFORMATION</b> i.e. current or position offered whichever is applicable and related to this visa request		
Position Title:	Proposed FTE:	Anticipated effective dates:    to
Is this position currently posted? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, please indicate requisition number:		
Name of Sponsoring Research Center:		
COMMENTS (as needed):		
<b>SOURCE OF FUNDING</b>		
1. Please indicate all sources of funding that will support this position for the duration of proposed employment / visa sponsorship. 2. Please be sure to include any Center support funds related to the work visa processing fees (see page 2 table)		
Purpose (e.g. CIS Fee, (%) Salary)	Charge to -- Activity # and Name	Expiration date of funding
Today's Date		
Principal Investigator – Signature/Name		
<b>Research Center Director – Approval Signature</b>		
Center Director, Signature/Name:		
Center Director approval is required due to Research Center financial commitments related to work visa processing fees. See 'Visa Cost Estimate and Responsibility Distribution' Table on page 2 of this form.		

OFFICE USE ONLY		
Reviewed by Research HR -- print and sign name		
Comments (if any):		
<b>Review and Approval -- VP, Research Operations &amp; Logistics</b>		
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected	<input type="checkbox"/> Additional Information Required <i>prior to final approval</i>
Comments (if any):		

Submitting Office: Research Human Resources

Approved by:

\s\ Erik M. Lausund  
 VP Research Operations, December 11, 2008

\s\ James B. Hendricks  
 President, December 11, 2008