



## STAFF H-1B SPONSORSHIP EXCEPTION FORM

### INSTRUCTIONS

This process is initiated by the UC Santa Cruz sponsoring department. Once completed, please submit this form and all supporting documents to the International Faculty & Scholar Services (IFSS) office. After IFSS signs, it is the sponsoring department's responsibility to obtain the remaining signatures. This approval form must be completed before an official offer of employment is made by Staff Human Resources. If approved, ISSS will proceed with sponsorship paperwork. Departments are responsible for all associated costs of sponsorship and should view the IFSS website regarding financial commitments. Completed forms must be typed and should be e-mailed to [ischolar@ucsc.edu](mailto:ischolar@ucsc.edu).

### REQUIRED SUPPORTING DOCUMENTATION

Job Description, Resume, Copy of biographical page of passport, Current immigration documentation (if applicable), and visa stamps (if applicable).

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### CANDIDATE INFORMATION

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NAME \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

HIRING MANAGER \_\_\_\_\_

HIRING MANAGER EMAIL \_\_\_\_\_

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### CANDIDATE APPOINTMENT INFORMATION

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Is candidate currently in U.S.?  Yes  No

Check all that apply:  New Appointment  Appointment Extension

Appointment Type:  Contract  Career  Partial-Year Career

Was this position openly recruited?  Yes  No *(if no, this request will not be approved.)*

Prior UCSC faculty, staff, or student affiliation:  Yes  No

Is this position full-time?  Yes  No (If the position is not full-time, this request will not be approved. All H-1B positions must be full-time. Any reduction in hours must be reported to IFSS immediately)

Salary: \$ \_\_\_\_\_ RMS Job Number \_\_\_\_\_

Job Classification: \_\_\_\_\_

Working Job Title: \_\_\_\_\_

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### H-1B REQUIREMENTS

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Bachelor's or higher required?  Yes  No

Which field of study is required in order to hold this position? \_\_\_\_\_

Specialty Category:  Advising (e.g. academic, career, etc.)  Information Technology  
 Healthcare  Other \_\_\_\_\_

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**JUSTIFICATION** (please describe the University need for this hire; attach additional pages if necessary)

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**SIGNATURES**

<b>UNIT HEAD</b>		<b>INTERNATIONAL FACULTY &amp; SCHOLAR SERVICES</b>	
NAME		NAME	
DATE	EMAIL	DATE	EMAIL
<b>CHIEF HUMAN RESOURCES OFFICER</b>		<b>AFFIRMATIVE ACTION/EEO</b>	
NAME		NAME	
DATE	EMAIL	DATE	EMAIL