When processing an H1B visa for a faculty member who is being sponsored by Brandeis University, there are fees that need to be paid by the sponsoring institution.

For initial H1B applications, the fees are as follows (as of 12/15/2016):

$460 I-129 H-1B application fee

$500 Anti-Fraud Fee (only required for initial H-1B or new employer; extension at same employer does not require the Anti-Fraud Fee)

$1,225 Premium Processing Fee

The above fees will be paid by the Dean of Arts and Sciences Office for A&S faculty. The hiring department should initiate the payment request noting that the check be sent to ISSO when ready, and forward the paperwork to DAS to complete the chartstring information.

For H1B extensions, the premium processing fee can be avoided if the visa process is started early enough. We recommend that the faculty member and department start the visa renewal process at least 7 months before the current visa expires. If the premium processing fee becomes needed because the process was not started at least 7 months in advance, the fee will be paid by the department. (This is for extensions only, and does not apply to first time faculty hires.)

Faculty may also work at Brandeis under a J1 visa. The costs associated with the J-1 visa are borne by the faculty member and not the institution. A department may consider paying or reimbursing the SEVIS Fee ($180) from their own department funds. The SEVIS fee is required of J-1 applicants prior to their application for the J-1 entry visa stamp at the U.S. Consulate abroad. The SEVIS Fee is only required when the scholar is coming to the U.S. in J-1 status for the first time to Brandeis. Costs associated with obtaining the J-1 entry visa stamp at the U.S. Consulate (which is in addition to the SEVIS Fee) are also the responsibility of the faculty member, though each department can decide if it wishes to reimburse the faculty member for any costs associated with obtaining the visa (or visa renewal) to come to Brandeis.

The Provost’s Office may contribute up to $4,500 of the costs associated with a faculty member’s application for a Green Card that is sponsored by Brandeis University for tenure-track teaching faculty positions only (not for researcher positions, one year contract or multi-year contract positions). These funds cover what may be a required institution portion of the Green Card petition that includes a labor certification process. Faculty pursuing a Green Card should be in touch with the International Students and Scholars Office (ISSO) directly to inquire about the availability of this support. All other costs will be the responsibility of the employee, unless the hiring department wishes to provide additional financial support for the Green Card application process from their own department funds (note that such funds should not be designated as part of an employee’s salary, but rather a separate allocation).