



International Student and Scholars Office Student Academic Affairs

Published on *UCSF ISSO* (<https://isso.ucsf.edu>)

Home > Manuals & Forms

Manuals & Forms

**Documents listed below are for UCSF's Human Resources (HR) and department representatives. International scholars are legally unable to submit these documents on UCSF's behalf.

Scroll down or see our current recharge fees.

International Scholar Dossier (ISD) Manuals

- **ISD Manual for Scholars (*contact HR administrator for ISD questions*)**^[1]
 - **ISD Manual for HR (*contact ISSO Advisor for ISD questions*)**^[2]
 - **Differences Between J-1 and H-1B Requests in ISD**^[3]
-

J-1 Documents

J-1 PROCESSING TIME: UCSF faculty, department administrators and international scholars are required to check with their UCSF Human Resource generalist ^[4]to identify processing times for initial and extension J-1 requests. J-1 requests must be submitted by HR through ISD.

Guides:

1. **J-1 Processing Timeline**^[5]
2. **ISD Frequently Asked Questions for HR** ^[6]
3. **J-1 ISD Attachments for Departments**^[7]
4. **J-1 ISD Attachments for HR**^[8]
5. **Visa Comparison Chart: J-1, H-1B and TN**^[9]

Forms:

1. **Certification of English Language Proficiency Form** [10] [11]
 2. **Sample English Language Certification Letter** [12]
 3. **Insurance Attestation** [13]
 4. **J-1 Transfer In Form** [14]
 5. **J-1 Transfer Out Form** [15]
 6. **ISSO Program Completion Form (Qualtrics)** [16]
 7. **UCSF Department to Department Transfer Approval Letter** [17]
 8. **J-1 Payment/Reimbursement Form** [18]
 9. **ECFMG Fee Form** [19]
-

H-1B Documents

H-1B PROCESSING TIME: UCSF faculty, department administrators and international scholars are required to check with their UCSF Human Resource Generalist [4] to identify processing times for initial and extension H-1B requests. H-1B requests for academic appointments must be submitted by HR through ISD. For clinical trainees and staff exception requests, please contact Chris Flores. [20]

Guides:

1. **H-1B Processing Timeline**[21]
2. **Postdoc Process Overview** [22]
3. **Academic Process Overview** [23]
4. **Postdoc HR Job Aid** [24]
5. **Academic HR Job Aid** [25]
6. **Department Job Aid for Postdocs** [26]
7. **Department Job Aid for Academics** [27]
8. **BearBuy Check Request Job Aid** [28]
9. **Visa Comparison Chart: J-1, H-1B and TN**[9]

Forms:

1. **H-1B Petition Checklist for HR/Department**[29]
 2. **DHS Check Request Form** [30]
 3. **Export Control Attestation**[31]
 4. **H-1B Support Letter** [32] [32](Research and/or Teaching only)
 5. **H-1B Support Letter** [33] (Research and/or Teaching with Incidental Patient Care)
 6. **Actual Wage Memorandum**[34]
 7. **Notice of Intent to File**[35]
 8. **H-1B Addendum**[36]
 9. **H-1B Petition Checklist for Scholar** [37]
 10. **Dependent Application Checklist & Waiver of UCSF Liability for Forms I-539 & I-539A** [38]
 11. **ISSO Completion Form (Qualtrics)** [39]
 12. **Memorandum of Agreement for Transfer Within UCSF Departments** [40]
-

TN for Canadians and Mexicans

- TN Request Form [41]
 - TN Fee Form [19]
 - ISSO Completion Form (Qualtrics) [16]
-

E-3 for Australians

- E-3 Application Request Form [42]
 - E-3 Fee Form [19]
 - Actual Wage Memo [43]
 - Notice of Intent [44]
 - E-3 Addendum [45]
 - E-3 Support Letter [46] (Research and/or Teaching only)
 - E-3 Support Letter [47] (Research and/or Teaching with Incidental Patient Care)
 - ISSO Completion Form (Qualtrics) [16]
-

B-1 Business Visa

- B-1 Request Form [48]
 - B-1 Fee Form [19]
 - B-1 Electronic Check-In [49]
-

Request for Outside Counsel

- Request for Outside Counsel Form [50]
 - Referral Fee Form [19]
-

ISSO Recharge Fees

Effective Date for all requests received from July 1, 2019

Visa Type	Rates
J1 Initial: 6 months or less	\$630

J1 Initial: 1yr (+6mo, less than 2yrs)	\$660
<hr/>	
J1 Initial: 2yrs (less than 3yrs)	\$860
<hr/>	
J1 Initial: 3yrs and up (max 5yrs)	\$1,190
<hr/>	
J1 Extension/Amendment: 6 months or less	\$450
<hr/>	
J1 Extension/Amendment: 1yr (+6mo, less than 2yrs)	\$510
<hr/>	
J1 Extension/Amendment: 2yrs (less than 3yrs)	\$650
<hr/>	
J1 Extension/Amendment: 3yrs and up (max 5 yrs)	\$1,320
<hr/>	
J1 ECFMG	\$920
<hr/>	
H1B Initial	\$2,070
<hr/>	
H1B Ext, Amendment, Other Changes	\$1,840
<hr/>	
E-3 Initial	\$1,700
<hr/>	
E-3 Ext.	\$1,660
<hr/>	
TN Letter	\$680
<hr/>	
TN Application	\$1,730
<hr/>	
O Outside Counsel	\$2,700

O Internal Ext.

\$3,840

PR Outside Counsel

\$3,360

B-1 Visitors, SOM Clinical Electives

\$570

***Recharge fees for J-1 and B-1 visitors can be paid by the principal investigator, scholar or from Department funds.**

***Recharge fees for H-1B, TN, E-3, O-1 and PR can only be paid by the principal investigator or paid from Department funds. The recharge fees for these employment-based visas cannot be paid by the scholar.**

*/

UCSF Main Site

© 2015 The Regents of the University of California

Source URL: <https://isso.ucsf.edu/manuals-forms>

Links

[1] <https://isso.ucsf.edu/sites/isso.ucsf.edu/files/ISD%20Scholar%20Manual2.20.19.pdf>

[2] https://isso.ucsf.edu/sites/isso.ucsf.edu/files/PDF/ISD_HR_Manual%28June__2015%29.pdf

[3] <https://isso.ucsf.edu/sites/isso.ucsf.edu/files/migrate/Differences%20Between%20J-1%20and%20H-1B%20Requests%20in%20ISD.pdf>

[4] <https://hr.ucsf.edu/hr.php?function=hrrep>

[5] https://isso.ucsf.edu/sites/isso.ucsf.edu/files/14_J_Processing_Timeline_Sept_14_2016.pdf

[6] https://isso.ucsf.edu/sites/isso.ucsf.edu/files/PDF/ISD_HR_FAQ_Apr2017.pdf

[7] https://isso.ucsf.edu/sites/isso.ucsf.edu/files/PDF/J-1_ISD_Attachments_for_Departments_Apr27_2015.pdf

[8] https://isso.ucsf.edu/sites/isso.ucsf.edu/files/PDF/J-1_ISD_Attachments_for_HR_Apr27_2015.pdf

[9] <https://isso.ucsf.edu/sites/isso.ucsf.edu/files/PDF/Visa%20Comparison%20Chart%20%28J1%20H1B%20%20TN%20>

[10] https://isso.ucsf.edu/sites/isso.ucsf.edu/files/wysiwyg/Certification_English_Language_Proficiency_April2017.pdf

[11] https://isso.ucsf.edu/sites/isso.ucsf.edu/files/PDF/Certification_English_Language_Proficiency_April2017.pdf

[12] <https://isso.ucsf.edu/sites/isso.ucsf.edu/files/PDF/Cert%20of%20EL%20Proficiency%20Template.docx>

[13] https://isso.ucsf.edu/sites/isso.ucsf.edu/files/PDF/Insurance_Attestation_Apr2017.pdf

[14] https://isso.ucsf.edu/sites/isso.ucsf.edu/files/PDF/J1%20Transfer%20In_Jan_7_2019.pdf

[15] <https://isso.ucsf.edu/sites/isso.ucsf.edu/files/PDF/J1%20Transfer%20OutApr2019U.pdf>

[16] https://ucsf.co1.qualtrics.com/jfe/form/SV_3PgWCH1w4BKe5SJ

[17]

https://isso.ucsf.edu/sites/isso.ucsf.edu/files/PDF/Interdepartmental_Transfer%20Memo%20Apr2017.pdf

- [18] https://isso.ucsf.edu/sites/isso.ucsf.edu/files/PDF/J-1_Payment_Reimbursement_Apr2017.pdf
- [19] https://isso.ucsf.edu/sites/isso.ucsf.edu/files/ISSO_Fee_form_July2019.pdf
- [20] <mailto:chris.flores@ucsf.edu?subject=H-1B%20Paperwork%20for%20Clinical%20Researchers>
- [21] https://isso.ucsf.edu/sites/isso.ucsf.edu/files/15_H_Processing_Timeline_Sep%20_9_2018%20HN.pdf
- [22] https://isso.ucsf.edu/sites/isso.ucsf.edu/files/Process%20Overview%20-%20H-1B%20Visa%20Application%20for%20Postdoctoral%20Scholars%20HN_0.pdf
- [23] <https://isso.ucsf.edu/sites/isso.ucsf.edu/files/Process%20Overview%20-%20H-1B%20Visa%20Application%20for%20Academic%20Personnel%20HN.pdf>
- [24] <https://isso.ucsf.edu/sites/isso.ucsf.edu/files/Job%20Aid%20for%20HR%20Postdoc%20Generalist%20-%20H1B%20Visa%20Application%20for%20Postdocs.pdf>
- [25] <https://isso.ucsf.edu/sites/isso.ucsf.edu/files/Job%20Aid%20for%20AP%20HR%20Generalist%20and%20Visa%20-%20H1B%20Visa%20Application%20for%20Academic%20Personnel.pdf>
- [26] <https://isso.ucsf.edu/sites/isso.ucsf.edu/files/Job%20Aid%20for%20Department%20HR%20Liason%20-%20H1B%20Visa%20Application%20for%20Postdocs.pdf>
- [27] <https://isso.ucsf.edu/sites/isso.ucsf.edu/files/Job%20Aid%20for%20Department%20HR%20Liason%20-%20H1B%20Visa%20Application%20for%20Academic%20Personnel.pdf>
- [28] <https://isso.ucsf.edu/sites/isso.ucsf.edu/files/BearBuy%20Check%20Request%20Job%20Aid%20Sept%202018%20>
- [29] https://isso.ucsf.edu/sites/isso.ucsf.edu/files/H1B_Checklist_HR_Dept%2010.31.19.pdf
- [30] https://isso.ucsf.edu/sites/isso.ucsf.edu/files/H1B_Check_Request%2010.31.19.pdf
- [31] https://isso.ucsf.edu/sites/isso.ucsf.edu/files/migrate/H1B_Export_Control_Attestation.pdf
- [32] https://isso.ucsf.edu/sites/isso.ucsf.edu/files/PDF/1_H1B_Support_Letter_Template.doc
- [33] https://isso.ucsf.edu/sites/isso.ucsf.edu/files/PDF/2_H1B_Support_Letter_Template_License.doc
- [34] https://isso.ucsf.edu/sites/isso.ucsf.edu/files/migrate/H1B_Actual_Wage_MemoU.pdf
- [35] https://isso.ucsf.edu/sites/isso.ucsf.edu/files/migrate/H1B_Notice_of_Intent.pdf
- [36] https://isso.ucsf.edu/sites/isso.ucsf.edu/files/migrate/H1B_Addendum.pdf
- [37] https://isso.ucsf.edu/sites/isso.ucsf.edu/files/PDF/H1B_Checklist_Scholar.pdf
- [38] https://isso.ucsf.edu/sites/isso.ucsf.edu/files/PDF/I-539A%20Checklist%20and%20Waiver%20of%20Liability_March_11_2019.pdf
- [39] <http://tinyurl.com/ScholarCompletion>
- [40] https://isso.ucsf.edu/sites/isso.ucsf.edu/files/Memorandum_of%20_Agreement_Apr2017%20YV.doc
- [41] https://isso.ucsf.edu/sites/isso.ucsf.edu/files/TN_Visa_Request_Form%2011.1.19.pdf
- [42] https://isso.ucsf.edu/sites/isso.ucsf.edu/files/PDF/E-3_Application_Request_Form_Apr2017.pdf
- [43] https://isso.ucsf.edu/sites/isso.ucsf.edu/files/PDF/E-3_Actual_Wage_Memorandum_Apr2017.pdf
- [44] https://isso.ucsf.edu/sites/isso.ucsf.edu/files/PDF/E-3_Notice_of_Intent_Apr2017.pdf
- [45] https://isso.ucsf.edu/sites/isso.ucsf.edu/files/PDF/E-3_Addendum_Apr2017.pdf
- [46] https://isso.ucsf.edu/sites/isso.ucsf.edu/files/E3_Support_Letter_Template.doc
- [47] https://isso.ucsf.edu/sites/isso.ucsf.edu/files/E3_Support_Letter_Template_License.doc
- [48] https://isso.ucsf.edu/sites/isso.ucsf.edu/files/PDF/B-1_Request_Form_Apr2017.pdf
- [49] https://ucsf.co1.qualtrics.com/jfe/form/SV_b3kvIRjvXAUDMi1
- [50] https://isso.ucsf.edu/sites/isso.ucsf.edu/files/wysiwyg/Request__for_Outside_Counsel_Apr2017.pdf