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## ***Employment Visa Sponsor Compliance Requirements***

In order to sponsor an employee for a nonimmigrant worker status, the CSULA hiring Department/College agrees to the following guidelines and governmental regulations:

- 1) The Department will post the Labor Condition Application (LCA) for 10 business days in two conspicuous locations at the intended place of employment for **non-union** positions as directed by the International Office.
- 2) The Department agrees to the terms of the LCA for the duration of the alien's authorized period of stay for H-1B employment and will pay the H-1B employee the amount listed on the certified Labor Condition Application, which must be 100% of the prevailing wage for the position or the actual wage, whichever is higher, throughout the authorized period of H-1B employment.
- 3) The Department must continue to pay the required wage, per item (2), even during nonproductive time that is due to a decision by the Department (e.g., lack of assigned work, training periods, etc), within the authorized period of H-1B employment.
- 4) The Department must inform the International Office of any elective employee Leaves of Absence prior to each leave to ensure compliance with immigration regulations.
- 5) The Department agrees to offer the employee benefits and eligibility for benefits on the same basis as U.S. workers.
- 6) The Department agrees to provide working conditions for the employee that will not adversely affect the working conditions of workers similarly employed, and which are afforded to similarly employed U.S. workers.
- 7) The Department will accept liability for the reasonable costs of the employee's return transportation abroad if the employee is dismissed from employment (for any reason) before the end of the H-1B employment (this normally constitutes the cost of a plane ticket).
- 8) The Department will send employee to the International Office with his/her immigration documents after the employee arrives in the U.S. to 'check-in'.
- 9) The department will notify the International Office in writing (email is acceptable) when the employee ends employment with the department.
- 10) The Department will initiate extension paperwork for the H-1B employee SIX months before the current period of H-1B employment ends.
- 11) For **tenure-track faculty** positions, the Department will arrange a meeting with the International Office within TWELVE months of the date of the offer letter in order to begin the permanent resident process.
- 12) The Department will contact the International Office if there is a substantive change in the H-1B employee's employment, including but not limited to: change in location of employment; salary reduction; change from full-time to part-time or part-time to full-time status; change in position title or responsibilities.

I agree to honor the statements listed above.

**Signature By: College Dean or Principal Investigator (for researchers)**

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Print Name

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Signature

\_\_\_\_\_  
Date