



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 Student & Scholar Services (ISSS) office. After ISSS 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 [ISSS website](#) regarding financial commitments. Completed forms must be typed and should be e-mailed to 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).

CANDIDATE INFORMATION

NAME _____

DEPARTMENT _____

HIRING MANAGER _____

HIRING MANAGER EMAIL _____

CANDIDATE APPOINTMENT INFORMATION

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

Salary: \$ _____ RMS Job Number _____

Job Classification: _____

Working Job Title: _____

H-1B REQUIREMENTS

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 _____

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

SIGNATURES

UNIT HEAD		INTERNATIONAL STUDENT & SCHOLAR SERVICES	
NAME		NAME	
DATE	EMAIL	DATE	EMAIL
CHIEF HUMAN RESOURCES OFFICER		AFFIRMATIVE ACTION/EEO	
NAME		NAME	
DATE	EMAIL	DATE	EMAIL