



TEXAS TECH UNIVERSITY

College of Human Sciences™

Office of the Dean

SUBJECT: COHS Funding for H-1B Initial Process

DATE: April 29, 2015

PURPOSE: To provide a detailed explanation of the policy in place concerning funding provided the Departments in support of the H-1B Initial Process in the College of Human Sciences. *Related Texas Tech University OPs:*

REVIEW: The policy will be reviewed when changes are made to the process or related OPs.

PROCEDURE:

The college will provide funding assistance in support of costs associated with the H-1B Initial Process as follows:

- Tenure/Tenure Track Faculty - the college will provide up to \$2,200 (*approximately 100% of the total cost*)
- Research Faculty, Instructors, and Post Docs - the college will provide up to \$1,200 (*approximate 50% of the total cost*)

When needing to fund these costs please email official request to the college business manager and attach a copy of the paperwork as back up to the request.

The college will transfer the funds directly to department coffers so expenses will be paid directly from the department FOP and process normally.