

ATTACHMENT A

**RECRUITMENT COVER EMAIL
FOR FOCUS GROUP PARTICIPANTS**

Recruitment Cover Email for Focus Group Participants
Mathematica Policy Research

Dear [NAME]:

I am writing to inform you about an important new study funded by U.S. Immigration and Citizenship Services (USCIS), designed to help them better understand employers' needs for high-skilled nonimmigrant workers, learn about pathways for visa holders to legal permanent residency, and improve the H-1B visa petition process. Mathematica Policy Research, an independent, nonpartisan research firm, is conducting this study on behalf of USCIS. We have been working with the American Council on International Personnel to identify companies that employ high numbers of H-1B visa beneficiaries. [YOUR EMPLOYER'S HUMAN RESOURCES OFFICE/NAME OF SPECIFIC CONTACT] suggested that we contact you as a possible focus group participant.

We hope you will consider participating in this important study to help us better understand and improve visa programs for high-skilled nonimmigrant workers in the United States. Please see the attached letter for more information. The letter explains the compensation and logistics for participating in the focus group. It also explains the confidential nature of our research.

If you are interested in participating, please call [NAME], a [TITLE] at Mathematica Policy Research at [NUMBER]. We will ask you a few questions over the telephone to determine whether you are eligible to participate. We appreciate your time and attention to this matter.

Thank you,

[NAME]

ATTACHMENT B

**RECRUITMENT LETTER ATTACHMENT FOR H-1B FOCUS GROUP
PARTICIPANTS**

Dear [NAME]:

I am writing to inform you about an important new study funded by U.S. Immigration and Citizenship Services (USCIS). Mathematica Policy Research, an independent, nonpartisan research firm, is conducting this study on behalf of USCIS. We have been working with the American Council on International Personnel to identify companies that employ high numbers of H-1B visa beneficiaries. [Your employer's human resources office/Name of specific contact] suggested that we contact you as a possible focus group participant.

The High-Skilled Nonimmigrant Labor Study will help researchers to better understand employers' needs for high-skilled nonimmigrant workers, learn about pathways to legal permanent residency for visa holders, and improve the H-1B visa petition process.

We are looking for people who are current or former H-1B visa holders to participate in focus groups. Through the focus groups, we want to learn more about how H-1B visa holders decide to apply for and use this visa program, their experiences with the petition process, and their feedback on how to improve these visa systems.

Everything discussed in the focus group will be private to the extent allowed by law. We will never use your name or the name of your company in any reports. Your participation is voluntary and any information you provide will not affect your immigration or residency status, your eligibility for any federal, state, or local government programs, or your receipt of benefits from such programs. A staff member from USCIS will be attending this session, but will not reveal your name or any personally identifying information outside of this group.

The focus group will last approximately 90 minutes, and will be scheduled outside normal working hours in a location near your office. Participants will receive a \$25 gift card to compensate for travel expenses and light refreshments will be provided.

To determine whether you are eligible for the focus groups, we would like to ask you a few questions over the telephone. These questions only take a few minutes to answer. We would also like to hear from H-1B visa returnees who have moved back overseas.

If you are interested in participating in the focus groups, would like to share information about any returnees who may be willing participate in a virtual focus group, or have any questions about this request, please call [FILL TITLE] [FILL NAME] at Mathematica Policy Research. [FILL NAME] can be reached at [NUMBER].

We hope you will consider participating in this important study to help us better understand and improve visa programs for high-skilled nonimmigrant

workers in the United States. We appreciate your time and attention to this matter.

Thank you,

[NAME]

ATTACHMENT C

BENEFICIARY FOCUS GROUP RECRUITMENT SCREENER

Beneficiary Focus Group Recruitment Screener
Mathematica Policy Research

Hello and thank you for calling. My name is [NAME] from Mathematica Policy Research.

We are looking for people who are current or former H-1B visa holders to participate in focus groups. We want to learn more about how H-1B visa holders decide to apply for and use this visa program, their experiences with the petition process, and their feedback on how to improve these visa systems. This study will help U.S. Citizenship and Immigration Services better understand employers' needs for high-skilled nonimmigrant workers, learn about pathways to legal permanent residency for visa holders, and improve the H-1B visa petition process.

These focus groups are being conducted by Mathematica Policy Research, an independent research company, under contract to USCIS. To determine whether you are eligible for the focus groups, I would like to ask you a few questions. This will only take a few minutes.

1. Are you an H-1B visa holder?
 - a. IF YES: GO TO Q3
 - b. IF NO: GO TO Q2
2. Have you held an H-1B visa in the last 5 years?
 - a. IF YES: GO TO Q3
 - b. IF NO: For these focus groups, we are looking for current H-1B visa holders or people who have held an H-1B visa in the past 5 years. Since you are not a current H-1B visa holder and haven't held one in the past 5 years, we won't be able to include you in the groups. Thank you for your time and interest.
3. Have you ever applied to change your visa status?
 - YES
 - NO
4. What is your current occupation?¹
5. What industry do you work in?
 - Information Technology
 - Biomedical
 - Finance
 - Management Consulting
 - Other

¹ Mathematica will use information gathered from the participants to ensure that there is sufficient diversity in the occupation statuses of the participants.

Beneficiary Focus Group Recruitment Screener
Mathematica Policy Research

6. What is your country of origin?²

7. *Ask if needed:* Are you male or female?
 - Male
 - Female

8. What is the highest level of schooling you have completed?
 - Technical degree (or equivalent)
 - Bachelor's degree (or equivalent)
 - Master's degree (or equivalent)
 - Doctorate (or equivalent)

9. Do you know of other current or former H-1B visa holders who might be interested in participating in this group?
 - a. IF YES: Do you have the name and email address of those people available, so that I can send them information about the study? (IF NO OR UNCERTAIN): I can also give you our contact information to pass along to them. Our telephone number is [FILL].

READ TO ALL PARTICIPANTS:

Because there are a limited number of spaces available in the group, our research team needs to review everyone's information and determine who is eligible to participate. A member of the research team will be in touch with you within the next few days to let you know whether or not you are eligible for this focus group. *Confirm participant's contact information.*

AFTER TEAM REVIEW, RECONTACT RESPONDENT AND SAY:

For those not screened into a focus group:

This is [FILL] calling back from Mathematica Policy Research. Thank you for taking the time to answer a few questions for us the other day. Because there are a limited number of spaces available in the focus group, we are not able to include everyone who is interested in participating. Based on your answers, we do not need your help for these focus groups. Thank you very much for your time.

For those screened into a focus group:

This is [FILL] calling back from Mathematica Policy Research. Based on your answers, we have selected you to participate in a focus group, which is

² Mathematica will record the country of origin of the participants and code their country into one of the categories presented in the targeted enrollment table.

Beneficiary Focus Group Recruitment Screener
Mathematica Policy Research

scheduled for [date, time, and location]. Will you be available to attend this group?

Beneficiary Focus Group Recruitment Screener
Mathematica Policy Research

If yes: As a token of appreciation, you will receive a \$25 gift card to compensate you for your travel expenses.

Confirm participant's contact information. We will be in touch a few days before the group to confirm your participation and answer any questions you may have. We will also follow up with a reminder email the day before the focus group takes place. Thank you for agreeing to help us out by taking part in this focus group.

If no: I'm sorry that you will not be able to participate in the focus group. Thank you for your time.

Beneficiary Focus Group Recruitment Screener
 Mathematica Policy Research

Targeted/Planned Enrollment Table

BENEFICIARY FOCUS GROUPS³

Total Planned Enrollment: 24 participants recruited per in-person beneficiary focus group⁴

TARGETED/PLANNED ENROLLMENT: Number of Participants			
Gender Categories⁵	Current H-1B Holders	Past H-1B Visa Holders	Total (# and %)
Male	9	8	17 (70%)
Female	4	3	7 (30%)
Gender Categories: Total of All Participants	13	11	24 (100%)
TARGETED/PLANNED ENROLLMENT: Number of Participants			
Educational Attainment Categories⁶	Current H-1B Holders	Past H-1B Visa Holders	Total (# and %)
Bachelor's degree or equivalent	5	5	10 (43%)
Master's degree or equivalent	5	4	9 (41%)
Doctorate or equivalent	2	1	3 (11%)
Professional degree	1	1	2 (5%)
Educational Attainment Categories: Total of All Participants	13	11	24 (100%)

³ Beneficiary groups will target industries within each site. Thus, we will target Information Technology/Computing, Biomedical, Education, and Finance in each of the four locations we proposed: Silicon Valley, Houston, Boston, and New York. Participants will be asked their occupations as part of the screening process and the study team will ensure that all participants selected are not from one job type but reflect some diversity.

⁴ The returnee beneficiary group will largely be a sample of convenience and will be composed of all Indian former H-1B visa holders. We will attempt to diversify the returnee group by gender and education similar to the estimates provided in the table for the in-person focus groups.

⁵ Gender is based on a 70% male and 30% female split. Within past and present holders we will attempt to recruit roughly equal numbers. Statistics based on information accessed from [\[http://www.mercurynews.com/politics-government/ci_22819054/high-skilled-immigration-debate-grows-over-stark-gender\]](http://www.mercurynews.com/politics-government/ci_22819054/high-skilled-immigration-debate-grows-over-stark-gender).

⁶ These estimates are based on H-1B visa holders from FY2011. These estimates use roughly equal splits between current and past visa holders. Estimates drawn from a USCIS report entitled "Characteristics of H-1B Specialty Occupation Workers: Fiscal Year 2011 Annual Report to Congress, October 1, 2010 - September 30, 2011," accessed from [\[http://www.uscis.gov/USCIS/Resources/Reports%20and%20Studies/H-1B/h1b-fy-11-characteristics.pdf\]](http://www.uscis.gov/USCIS/Resources/Reports%20and%20Studies/H-1B/h1b-fy-11-characteristics.pdf).

*Beneficiary Focus Group Recruitment Screener
Mathematica Policy Research*

Country of Origin Categories⁷	Current H-1B Holders	Past H-1B Visa Holders	Total (# and %)
India	7	7	14 (58%)
Asia and Southeast Asia ⁸	3	2	5 (19%)
Canada and United Kingdom	1	0	1 (5%)
Europe ⁹	1	0	1 (4%)
Central and South America ¹⁰	1	0	1 (3%)
Other countries ¹¹	1	1	2 (11%)
Country of Origin Categories: Total of All Participants	14	10	24 (100%)

⁷ These estimates are based on H-1B visa holders from FY2011. These estimates use roughly equal splits between current and past visa holders. These estimates reflect the top five sending countries.

⁸ Includes China, People’s Republic, Philippines, South Korea, Japan, Taiwan, Pakistan, and Nepal.

⁹ Includes France, Germany, Turkey,

¹⁰ This includes Mexico, Brazil, Colombia, and Venezuela.

¹¹ This includes other countries who account for very small numbers of the visa population.

ATTACHMENT D

**TELEPHONE SCRIPT FOR REMINDER PHONE CALL
TO FOCUS GROUP PARTICIPANTS**

Hello, my name is [NAME] from Mathematica Policy Research. May I speak to [FOCUS GROUP PARTICIPANT NAME]?

If participant is reached and comes to phone

I am calling to remind you that you are scheduled to participate in a focus group for the High-Skilled Nonimmigrant Labor Study, on [DATE] at [TIME] at the [NAME OF VENUE] located at [ADDRESS].

Are you still able to attend this focus group?

If no, Thank you for letting us know. We appreciate your time.

If yes, Great! We are glad that you will be able to join this discussion, which is an important part of our study on high-skilled nonimmigrant labor in the United States. If you have a few more minutes, I can provide you with some brief information on what you can expect during your participation in the focus group.

If R volunteers no, Thank you for your time. We will follow up with some more information over email. We look forward to meeting with you on [DATE] at [TIME] in [LOCATION].

In appreciation of your time and participation, you will receive a \$25 gift card for travel expenses, and we will also serve light refreshments.

Because we have limited space, we ask that you do not bring children or others who are not invited to the group. For our own record-keeping, please bring a photo ID ***or a printout of the reminder email*** we will send you. These will be used only to verify that we have the correct participants we expected to meet with at the focus group. If you choose to bring a photo ID, we will not photocopy or retain any information from it.

Do you have any questions? *[Pause.]* If you think of any [more] questions, you may reach us at [NUMBER]. The telephone number of the venue is [NUMBER], in case you need directions. It will also be included in the email we will send you.

Thank you again for your time and we look forward to meeting with you on [DATE] at [TIME] in [LOCATION].

Voicemail Message Script

Hello, my name is [NAME] from Mathematica Policy Research, and this message is for [FOCUS GROUP PARTICIPANT NAME]. I am calling to remind you that you are scheduled to participate in a focus group discussion on [DATE] at [TIME] at the [NAME OF VENUE] located at [ADDRESS]. The telephone number of the venue is [NUMBER]. In appreciation of your time and participation, you will receive a \$25 gift card for your travel expenses,

Telephone Script for Reminder Phone Call to Focus Group Participants Mathematica Policy Research

and we will also serve light refreshments. If you have any questions about this focus group, or if you are no longer able to participate, please call Mathematica Policy Research at [NUMBER]. We thank you and look forward to meeting with you.

ATTACHMENT E

REMINDER EMAIL TO FOCUS GROUP PARTICIPANTS

Reminder Email to Focus Group Participants
Mathematica Policy Research

Subject Line: Reminder: Focus Groups for High-Skilled Nonimmigrant Labor Study

Dear [NAME],

On behalf of Mathematica Policy Research, I would like to thank you for agreeing to participate in a focus group discussion related to your experiences with the visa process for high-skilled nonimmigrant workers. You are scheduled to attend a focus group on [DATE] at [TIME] at the [NAME OF VENUE] located at [ADDRESS]. The telephone number there is [NUMBER]. The focus group discussion is an important part of our study on high-skilled nonimmigrant labor in the United States.

The discussion will last about 90 minutes. In appreciation of your time and participation, you will receive a \$25 gift card, and light refreshments will be served. A staff member from USCIS will be attending this session, but will not reveal your name or any personally identifying information outside of this group.

If you have a conflict and can no longer attend the focus group, please let us know. Because we have limited space, children and others who are not invited cannot come to the group with you. For our own record-keeping, please bring a photo ID or a printout of this reminder email. These will be used only to verify that we have the correct participants we expected to meet with at the focus group. If you choose to bring a photo ID, we will not photocopy or retain any information from it.

If you have any questions, please contact [NAME], [TITLE] at [NUMBER]. We look forward to meeting with you.

Best,

[NAME]

ATTACHMENT F

**CONSENT FORM FOR H-1B BENEFICIARY
FOCUS GROUP PARTICIPANTS**

*Consent form for H-1B Beneficiary Focus Group Participants
Mathematica Policy Research*

Mathematica Policy Research is conducting the High-Skilled Nonimmigrant Labor Study, funded by U.S. Citizenship and Immigration Services (USCIS). This study will help USCIS better understand employers' needs for high-skilled nonimmigrant workers, learn about pathways to legal permanent residency for visa holders, and improve the H-1B visa petition process.

We are conducting this focus group to better understand your experiences with visa programs for high-skilled workers. We expect that this focus group will be approximately 90 minutes long. During this focus group, you will discuss questions regarding the following topics:

- Factors that led you to temporarily work in the United States
- Your experiences with the H-1B petition process
- Your experiences as a current visa holder living in the United States, or factors that led you to transition to legal permanent resident status in the United States
- If you have left the United States, factors that led you to return to your country of origin from the United States or immigrate to another country
- Your recommendations for improving the H-1B visa process

Everything we discuss in the focus group is private to the extent allowed by law. We will never use your name or the name of your company in any reports. All participants agree to keep the identities of all participants private. Issues discussed in the focus group may be discussed elsewhere as long as they are discussed in a way that does not identify other participants in this group. A staff member from USCIS will be attending this session, but will not reveal your name or any personally identifying information outside of this group.

We will provide you with a \$25 gift card to compensate you for your travel expenses, and will also provide light refreshments during the focus group meeting.

We do not anticipate any risks from participating in this study. You may decline to answer any question you do not wish to answer.

If you would like more information about this study, please contact [NAME], [TITLE] at Mathematica Policy Research, at [NUMBER] or [EMAIL]. If you would like to contact the local Institutional Review Board, which reviewed and approved this study, please contact [NAME] at [NUMBER].

Prepared by Mathematica Policy Research

OMB Control No.: XXX-XXX; Expiration Date: XX/XX/XXXX

Please read the following statements and fill out the appropriate section.

1. Yes, I wish to participate in this study. I understand that my responses will not be associated with me personally in any way. Data from the focus group session will be audio-taped and transcribed. Any names or places that could be attributable to me personally will be omitted from any reports or findings based on the focus group discussion.

I understand that I may choose not to answer specific questions asked during my focus group discussion by simply stating, "Pass" or "I prefer not to answer."

Signature: _____

Date: _____

Printed Name: _____

2. No, I do not wish to participate in this study

Signature: _____

Date: _____

Printed Name: _____

ATTACHMENT G

**H-1B BENEFICIARIES FOCUS GROUP
PRE-INTERVIEW QUESTIONNAIRE**

H-1B Beneficiaries Focus Group Pre-Interview Questionnaire
Mathematica Policy Research

Thank you for participating in today’s focus group regarding the High-Skilled Nonimmigrant Labor Study, funded by U.S. Citizenship and Immigration Services (USCIS). This study will help USCIS better understand employers’ needs for high-skilled nonimmigrant workers, learn about pathways to legal permanent residency for visa holders, and improve the H-1B visa petition process.

We are conducting this focus group to better understand your experiences with visa programs for high-skilled workers. We’d like you to fill out this pre-interview questionnaire to tell us about your personal and professional background. Please provide brief answers to the questions below. You may decline to answer any question you do not wish to answer.

1. Please describe the industry in which you currently work.

2. What is the highest degree you have obtained?

- Technical degree (or equivalent)
- Bachelor’s degree (or equivalent)
- Master’s degree (or equivalent)
- Doctorate (or equivalent)

3. In what field of study was the highest degree you obtained?

4. Did you receive your education in the United States or abroad, or a mix of both? If abroad, please note which country or countries.

5. In one to two sentences, please describe the job(s) that you currently perform. Please include the job title, as well as a brief overview of your major responsibilities.

H-1B Beneficiaries Focus Group Pre-Interview Questionnaire
Mathematica Policy Research

6. How long you have been in the United States? [For virtual group of returnees: When and for how long you were in the United States?]

7. What is your country of birth?

- Brazil
- Canada
- China, People's Republic
- Colombia
- France
- Germany
- India
- Italy
- Japan
- Mexico
- Nepal
- Pakistan
- Philippines
- Russia
- South Korea
- Spain
- Taiwan
- Turkey
- United Kingdom
- Venezuela
- Other (please specify): _____

ATTACHMENT H

FOCUS GROUP PROTOCOL FOR H-1B BENEFICIARIES

Summary and guidelines for conducting the focus group. In-person focus groups will be conducted in a location that is convenient for the target population, such as a hotel conference room or other event space. The location must be easily accessible to beneficiaries who may attend after a long work day. Project staff will greet participants as they arrive at the focus group location, and after all participants have arrived, explain the focus group procedures to them. Focus group moderators will provide light refreshments for participants.

Focus groups will be led by an experienced team consisting of a moderator and assistant moderator. The moderator will administer informed consent by reading the consent form aloud verbatim and instructing participants to complete the consent form and a short questionnaire (see Attachments F and G), assure respondents that individual comments will not be identifiable, lead the discussion, and facilitate participation by all group members. He or she will follow the focus group protocol as a guide, using the probes provided in the protocol as needed to elicit information, but will also ask unscripted follow-up questions if important insights are revealed during the discussion. The moderator will also make sure that everyone in the group has a chance to speak and assure participants that there are not right or wrong answers as we would like to hear a variety of viewpoints. A \$25 gift card will be distributed to all participants as an incentive payment at the end of the session.

The virtual focus groups will have an interactive format similar to that of the in-person focus groups. It will be conducted via GoToMeeting. Participants will be able to submit feedback verbally or by using the messaging function of the webinar software. A \$25 e-gift card will be emailed to each participant shortly after completion of the focus group.

MODERATOR: Note that high-priority items within this protocol have been bolded. Be sure each high-priority item is allotted sufficient time for discussion.

Protocol:

- 1. (Icebreaker) To get started, let's go around the table and have everyone tell us about themselves. Please tell us your name and a little bit about the job you currently have.**
- 2. Let's talk about how you first came to the United States. Did you first come on an H-1B visa or some other way?**
- 3. What reasons led you to come to the United States at this time on an H-1B visa?**

Probes:

- Economic/financial reasons
- Family/social reasons

Focus Group Protocol for H-1B Beneficiaries
Mathematica Policy Research

- Sociopolitical reasons
- Career opportunities
- U.S. immigration policies versus those of other countries
- General familiarity with the United States (e.g., lived here previously, received education here)

Focus Group Protocol for H-1B Beneficiaries
Mathematica Policy Research

- Have you held any other nonimmigrant classifications? (F, J, B, etc.)
- Were you educated in the United States?
- Did you pursue practical training through Optional Practical Training (OPT)?

4. How did you get your current job?

Probes:

- You applied directly for the job
- Your employer recruited you
- Through friends or family members
- Through an international recruitment agency
- Through a U.S. educational institution

5. When and how was the H-1B petition process initiated? Did you approach the employer or did the employer approach you?

Probes:

- Who helped you prepare the H-1B petition? (attorney, human resources representative, etc.)

6. How much were you involved in the H-1B petition process?

Probes:

- Did you get directly involved in any parts of the process?
- What help did you provide the lawyer or human resources person during the petition process?
- Who paid the lawyer? (employer, beneficiary, in-house counsel, etc.)
- Did you have any issues related to documentation and eligibility requirements? If so, what were they?

7. To the extent you were involved, which parts of the process were smoothest/easiest for you?

Probes:

- Documentation of your qualifications for an H-1B visa
- Documentation of your qualifications for the specific job
- Documentation by the employer of the need for the job
- Any other notable parts that were the most straightforward and easy to complete?

8. Which parts were most challenging?

Probes:

- Documentation of your qualifications for an H-1B visa
- Documentation of your qualifications for the specific job
- Documentation by the employer of the need for the job
- Any other notable parts that were the most complex and challenging to complete?

9. Are you planning to stay in the United States?

10. IF YES: Do you plan (or have you already begun) to apply for extension of H-1B or LPR status?

11. IF YES: What made you decide to remain in the United States?

12. IF YES: Did you seek renewal of your H-1B nonimmigrant visa, another type of temporary visa, or permanent residency?

- Probes: Is this your first employer, second employer, third employer, etc.?
- Did you seek renewal/temporary visa/permanent residency with the same or another employer? Why?

13. IF YES: Please describe your experience applying for permanent residence (or please describe your experience so far). Did you apply for permanent residence through employment or through other means, such as through family connections?

14. IF NO: Do you intend to eventually apply for U.S. citizenship? Why or why not?

15. For those outside the U.S.: Why did you leave the United States?

Probes:

- Better job opportunities and/or incentives elsewhere (Such as? Where?)
- Family/friends elsewhere
- Difficulties with U.S. employers during the H-1B period
- Inability to renew H-1B visa or to obtain another visa
- Employer did not sponsor for Green Card
- Recruited elsewhere (where?)
- Other reasons

16. Do you have any recommendations for improving the H-1B petition process?

Probes:

- Changes to the USCIS website
- More or alternative forms of outreach by USCIS
- Changes to the petition filing instructions
- Changes to business practices by companies filing petitions

- Any other recommendations?

17. Do you have any further comments?

ATTACHMENT I

**RECRUITMENT COVER EMAIL FOR POSSIBLE
CASE STUDY COMPANIES**

Recruitment Cover Email for Possible Case Study Companies
Mathematica Policy Research

Dear [NAME]:

We are writing to ask you to participate in an important new study funded by U.S. Immigration and Citizenship Services (USCIS), designed to help it better understand employers' needs for high-skilled nonimmigrant workers, learn about pathways to legal permanent residency for visa holders, and improve the H-1B visa petition process. Mathematica Policy Research, an independent, nonpartisan research firm, is conducting this study on behalf of USCIS. We have been working with a variety of contacts to identify companies that employ high numbers of H-1B visa beneficiaries. [NAME OF SPECIFIC CONTACT] suggested that we contact you and your company about participating in the company case studies we are conducting.

Please see the attached letter for more detailed information about this study and your company's potential contribution. The letter discusses the logistics of participation in the study, the benefits to your company, and the confidential nature of our research. If your company decides to participate, Mathematica would conduct the following activities:

- A review of any relevant public external documents about your company.
- A 1½ day site visit to your company, during which we will conduct in-depth interviews and focus groups with staff who are knowledgeable about or participate in the visa process.
- A review of any nonproprietary documents provided by your company that are related to the recruitment, hiring, and employment of H-1B and other foreign workers.

We hope that you will consider participating in this important study to help us better understand and improve visa programs for high-skilled nonimmigrant workers in the United States. If you have any questions about this request, please contact [NAME], a [TITLE] at Mathematica, at [NUMBER]. We appreciate your time and attention to this matter.

Thank you,

[NAME]

ATTACHMENT J
RECRUITMENT EMAIL FOR COMPANY
CASE STUDY PARTICIPANTS

*Recruitment Email for Company Case Study Participants
Mathematica Policy Research*

Dear [NAME]:

We are writing to ask you to participate in an important new study funded by U.S. Immigration and Citizenship Services (USCIS). Mathematica Policy Research, an independent, nonpartisan research firm, is conducting this study on behalf of USCIS. We have been working with a variety of contacts to identify companies that employ high numbers of H-1B visa beneficiaries. [NAME OF SPECIFIC CONTACT] suggested that we contact you and your company about participating in the company case studies we are conducting.

The High-Skilled Nonimmigrant Labor Study is designed to help USCIS better understand employers' needs for high-skilled nonimmigrant workers, learn about pathways to legal permanent residency for visa holders, and improve the H-1B visa petition process. We are looking for companies that employ past and present H-1B visa holders to participate in an in-depth case study for this research. We want to hear from companies in a wide range of industries who have a mix of experiences with hiring and employing nonimmigrant, high-skilled workers. The company case study will help us to better understand trends in the demand for high-skilled, nonimmigrant workers and companies' experiences with the visa petition process.

Participation in the study involves three parts. First, the study team will conduct a review of any relevant public external documents about your company (such as mission statements or company websites). Second, we will make a 1½ day site visit to your company, during which we will conduct 90-minute in-depth interviews with key staff such as managers or human resources employees who are knowledgeable about the visa process, focus groups with past and present visa holders, and, if appropriate, focus groups with managers and human resources staff. The number of interviews and focus groups conducted will largely depend on the structure and organization of your company; thus, the study team will tailor the data collection effort on a case-by-case basis. Third, the study team will review any nonproprietary documents provided by your company that are related to the recruitment, hiring, and employment of H-1B and other foreign workers.

We would need your help to coordinate our visit and identify key staff who could participate in interviews or focus groups. The interviews and focus groups would be conducted on your company's premises during the normal workday. In addition, we would need your help to schedule interview and focus group times with staff, remind and encourage them to keep their appointments, and secure the company's permission to allow them to participate during work hours.

Everything discussed during the site visits is private to the extent allowed by law. We will never use individual names in any reports or written materials; however, the name of your company may appear in some reports. Any opinions expressed by employees during the interviews or focus groups will never be attributed to the company as a whole or represent company policy. All opinions expressed are solely those of the participants.

*Recruitment Email for Company Case Study Participants
Mathematica Policy Research*

We hope that you will consider participating in this important study to help us better understand and improve visa programs for high-skilled nonimmigrant workers in the United States. Your participation in the study will have direct influence on the recommendations we provide to USCIS to improve its policies and procedures involving high-skilled nonimmigrant labor. If you have any questions about this request, please contact Mathematica at [NUMBER]. We appreciate your time and attention to this matter.

Thank you,

[NAME]

ATTACHMENT K

CONSENT FORM FOR CASE STUDY INTERVIEW RESPONDENTS

Consent form for Case Study Interview Respondents
Mathematica Policy Research

Mathematica Policy Research is conducting the High-Skilled Nonimmigrant Labor Study, funded by U.S. Citizenship and Immigration Services (USCIS). This study will help USCIS better understand employers' needs for high-skilled nonimmigrant workers, learn about pathways to legal permanent residency for visa holders, and improve the H-1B visa petition process.

We are conducting this interview to better understand your experiences with visa programs for high-skilled workers. We expect that this interview will be approximately 90 minutes long. During this interview, you will discuss questions regarding the following topics:

- Your company's reliance on immigrant workers at varying levels of seniority
- The recruitment paths your company uses for different types of workers
- At what point in the recruitment and employment process your company considers visa sponsorship, and whether financial and administrative costs are deterrents to sponsorship
- Your experiences with the H-1B petition process and your recommendations for immigration policy or other policy/procedure change
- The decision-making process for sponsorship of permanent residents
- Strategies that your company implements when visas are not available

Everything we discuss in this interview is private to the extent allowed by law. We will never use individual names in any reports or written materials; however, the name of your company may appear in some reports. Any opinions expressed by you during the interview will never be attributed to the company as a whole or represent company policy.

No direct benefits are expected from participation in this study other than the opportunity to discuss issues that may be of interest to you. However, we expect that your participation in this conversation will yield valuable information that will help us to make recommendations to USCIS to improve the H-1B visa petition process.

We do not anticipate any risks from participating in this study. You may decline to answer any question you do not wish to answer.

If you would like more information about this study please contact [NAME], [TITLE] at Mathematica Policy Research, at [NUMBER] or [EMAIL]. If you would like to contact the local Institutional Review Board, which reviewed and approved this study, please contact [NAME] at [NUMBER].

*Consent form for Case Study Interview Respondents
Mathematica Policy Research*

Prepared by Mathematica Policy Research

OMB Control No.: XXX-XXX; Expiration Date: XX/XX/XXXX

Please read the following statements and fill out the appropriate section.

1. Yes, I wish to participate in this study. I understand that my responses will not be associated with me personally in any way. Data from the interview will be audio-taped and transcribed. Any names or places that could be attributable to me personally will be omitted from any reports or findings based on the interview.

I understand that I may choose not to answer specific questions asked during my interview by simply stating, "Pass" or "I prefer not to answer."

Signature: _____

Date: _____

Printed Name: _____

2. No, I do not wish to participate in this study.

Signature: _____

Date: _____

Printed Name: _____