

Appointing a foreign national to a position at Florida Tech can be accomplished only if both federal regulations and the university's own policies permit it. Among the many considerations affecting whether a specific foreign national may be appointed to a specific position at the university are: type of appointment being offered, salary range of position, credentials required for the position, term of the appointment, U.S. visa history of the foreign national, citizenship of the foreign national and lead time available before appointment starting date. If a foreign national is determined eligible to be appointed to a specific position at Florida Tech, the university will serve as "visa sponsor" and will issue forms, file petitions with the INS or submit other documents and applications as appropriate to the visa type being arranged. The Office of International Student and Scholar Services (ISSS) will advise hiring units on relevant procedures for visa sponsorship.

Hiring units wanting to employ a specific foreign national should fax or e-mail the following information to ISSS as early in the hiring process as possible. Please send the information to the assistant director of ISSS by fax (321) 728-4570. ISSS will contact you within 5-7 working days with appropriate visa sponsorship procedures for you to follow.

All information to be completed by the interviewing department not the prospective employee

Department/hiring unit requesting initial determination _____

Name and title of contact person _____

Phone number _____ E-mail _____

Name of Foreign National _____

Highest degree held _____ Name of degree-granting institution _____

Type of position you wish to offer (check one):

Post Doc _____ Research Associate _____ Assistant Professor _____ Associate Professor _____ Professor _____ Staff _____

Term of initial Florida Tech appointment:

_____ 1 year _____ other (specify) _____

Starting date of appointment _____ flexible not flexible

Foreign national's country of citizenship _____

Immigration Status held in the U.S.

If applicable, include present stay. Do NOT include any stays as a tourist. If J status of any kind is held, please list the category listed in Section 4 of Form DS 2019, e.g. research scholar, etc.

Dates (from-to)

Type of Immigration Status Held

e.g. 6/1/2013 – 12/31/2013
01/01/14 – present

J1 Research Scholar
H-1B

Has this individual ever held J1 status? If so, are they subject to the two year home residence requirement (212e)? yes no
 not applicable—Explain _____

Does the foreign national plan to travel abroad at any time in the near future? (This will affect both visa timing and procedure.)

has no travel plans will travel within first three months of starting at Florida Tech
 will travel immediately prior to starting job other (specify) _____

Has this individual ever held Florida Tech visa sponsorship in the past? If so, when _____

Will the individual have visa dependents with him/her while employed at Florida Tech? yes no

Office Use Only:

Date received