

SOUTHEASTERN UNIVERSITY
H-1B Department Request Form – Part A

Staff/Administration

Information about the position: *(please print)*

Department: _____

Job Title: _____ Annual Salary: _____

Minimum Degree Required: _____ Major Field(s) Req'd: _____

No. Years Required Experience: _____ Other Special Requirements: _____

Is this position Full-Time? ☐ Yes ☐ No Is this an entry-level position? ☐ Yes ☐ No

Name and Title of Position's Immediate Supervisor: _____

Contact Info of Supervisor: _____

Funding Source *(attach written confirmation from Budget Officer)*: _____

Information about the prospective/current employee:

Family Name: _____ First Name and M.I.: _____

Proposed H-1B Start Date: _____ End Date (3 year max): _____

Please check appropriate category:

- ☐ New employment at SEU
- ☐ Extend Employment/Renew current H1B

Highest Academic Degree awarded and Field of Study: _____

Attach to this form:

- H1B Candidate Profile Form – Part B (completed by foreign national) & attachments
- Letter including information requested in policy
- Evidence of dept. funding (at least 3 years' salary plus H1B costs) – written confirmation from Budget Officer

Signatures

Director Date

Vice President Date

President Date

SOUTHEASTERN UNIVERSITY
H-1B Candidate Profile Form – Part B
(To be completed by prospective candidate)

Staff/Administration

(Please print)

Family Name _____

First Name and M.I. _____

Date of Birth _____

Social Security Number _____

Phone Number _____

Email Address _____

Gender: ☐Female ☐Male

Country of Birth _____

Country of Citizenship _____

Current Immigration Status _____

Expiration (MM/DD/YYYY) _____

U.S. Address _____

Foreign Address _____

I certify that the information provided is true and accurate to the best of my knowledge.

Signature: _____

Date _____

Attach copies of the following:

- C.V. or Resume
- Diploma and transcripts with translations (documents must list field of study)
- Copy of ID page(s) of your passport
- Copies of immigration documents (if currently in the U.S.)