

**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.)