

NOTE: Read carefully. Complete all fields and obtain all signatures. Missing or incomplete responses must be corrected before the request will be processed.

International Employee			
1	Employee Name/Email	Surname (Last)	Given (First/Middle) Scholar Email:
2	Where is this person now?	<input type="checkbox"/> At Purdue... <input type="radio"/> Working in the hiring Dept <input type="radio"/> Working in another Dept <input type="radio"/> As an enrolled Purdue student <input type="checkbox"/> In the USA... <input type="radio"/> Employed at another organization (not Purdue) <input type="radio"/> As an enrolled student at another institution <input type="checkbox"/> Outside the USA <input type="checkbox"/> I don't know	
3	If in the USA, what is their visa/status?	<input type="radio"/> B-1/B-2 <input type="radio"/> E-3 <input type="radio"/> F-1 <input type="radio"/> F-1 OPT <input type="radio"/> H-1B <input type="radio"/> J-1 VUG <input type="radio"/> J-1 Student <input type="radio"/> J-1 Scholar <input type="radio"/> TN <input type="radio"/> O-1 <input type="radio"/> E-3 Spouse <input type="radio"/> F-2 Spouse <input type="radio"/> H-4 Spouse <input type="radio"/> J-2 Spouse <input type="radio"/> TD Spouse <input type="radio"/> O-3 Spouse <input type="radio"/> I don't know	
4	Where is this person from?	<input type="radio"/> Australia <input type="radio"/> Canada <input type="radio"/> China <input type="radio"/> India <input type="radio"/> Mexico <input type="radio"/> Somewhere else <input type="radio"/> I don't know	
Hiring Unit Information			
5	Supervisor (as listed in SuccessFactors)	Surname (Last)	Given (First) Email
6	Hiring Dept	College	
Appointment and Request Details <small>If wanted, once Depts provide the appointment category (Row 7a) to PISA, PISA can instruct the Dept of the required request(s), subject to further evaluation by an immigration counselor once all information and documents are received.</small>			
7a	Appointment Type	<input type="checkbox"/> Tenured Faculty <input type="checkbox"/> Tenure-Track Faculty <input type="checkbox"/> Research Faculty <input type="checkbox"/> Staff, and duties involve <input type="checkbox"/> Clinical Faculty <input type="checkbox"/> Professor of Practice <input type="checkbox"/> Lecturer (Continuing) <input type="radio"/> Research <input type="radio"/> Teaching <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____ <input type="radio"/> Other	<input type="checkbox"/> Visiting Faculty <input type="checkbox"/> Postdoctoral ... <input type="radio"/> Assistant <input type="radio"/> Associate <input type="checkbox"/> Limited Term Lecturer <input type="checkbox"/> Other: _____
7b	Requested Work Visa	<input type="checkbox"/> H-1B <input type="checkbox"/> O-1 <input type="checkbox"/> H-1B <input type="checkbox"/> O-1 <input type="checkbox"/> E-3 <input type="checkbox"/> TN	<input type="checkbox"/> H-1B <input type="checkbox"/> O-1 <input type="checkbox"/> E-3 <input type="checkbox"/> TN <small>NOTE J-1 also is an option – see J-1 Intake</small>
7c	Requested Permanent Residence	<i>Provost Policy requires PR sponsorship begin once the offer is accepted. See ISS website for details or await PISA direction.</i> <input type="checkbox"/> To be determined (default for new requests) <input type="checkbox"/> EB-1 Outstanding Professor/Researcher <input type="checkbox"/> EB-2 NIW for Researchers/Teachers <input type="checkbox"/> EB-2 Special Handling for Faculty who teach <input type="checkbox"/> EB-2 ReSelection for Faculty who teach <input type="checkbox"/> Dept's PR sponsorship is underway already	<i>Hiring Mgr's choice as to whether to sponsor. See ISS website for details or await PISA direction.</i> <input type="checkbox"/> EB-1 Outstanding Professor/Researcher <input type="checkbox"/> EB-2 NIW for Researchers/Teachers <input type="checkbox"/> EB-2 Special Handling for Teachers/Instructors <input type="checkbox"/> EB-2 ReSelection for Teachers/Instructors <input type="checkbox"/> EB-2 Basic Labor Certification for Staff <input type="checkbox"/> Already underway <input type="radio"/> with Purdue <input type="radio"/> Self-sponsored <input type="checkbox"/> None at this time <input type="checkbox"/> Staff positions only: Confirmation of the approval of this PR request by the Office of the Dean is attached (required for your unit – see your unit's PISA resource page on the ISS website)
8	Dates of VISA STATUS (not employment)	Desired Start Date of Appointment / Employment _____ End Date of Sponsored Visa Status <input type="checkbox"/> Maximum permitted duration by law (usually 3 calendar years from start date) <input type="checkbox"/> 3 Academic years from start date (ending at the end of the spring semester) <input type="checkbox"/> The following specific date: _____	
8	Position will be	<input type="checkbox"/> 100% in-person <input type="checkbox"/> 100% remote <input type="checkbox"/> Hybrid	
9	Has office or laboratory space been (tentatively) assigned to this person yet?	<small>NOTE: Immigration approvals are specific to the worksite(s) listed in the information submissions to ISS / government paperwork. If a worksite is not listed in the immigration paperwork then the international person is not permitted to work from that location.</small> <input type="checkbox"/> YES workspace(s) are assigned and are listed below <input type="checkbox"/> NO workspace is not assigned - below is the main campus addresses for the Dept and associated laboratory/ies _____ <input type="checkbox"/> on campus <input type="checkbox"/> off campus _____ <input type="checkbox"/> on campus <input type="checkbox"/> off campus _____ <input type="checkbox"/> on campus <input type="checkbox"/> off campus	
10	Will this person perform services on the Purdue Indianapolis campus?	<input type="checkbox"/> No never <input type="checkbox"/> Yes occasionally / intermittently but for fewer than 60 days per 12-month period <input type="checkbox"/> Yes occasionally / intermittently and for more than 60 days per 12-month period <input type="checkbox"/> Yes the Indianapolis campus will be a recurring, regular site of activities	
11	Is this a split Appt?	<input type="checkbox"/> No – 100% in the Department named above (Row 6) <input type="checkbox"/> Yes – _____% in the Dept named above (Row 6) and remainder in _____ / _____ (College / Dept) <small>NOTE: Joint appointments will be supported where there is ONE offer letter and ONE primary department taking responsibility for administrative tasks. Joint appointments will not be supported if, due to grant funding, two separate offers are required with respect to the proffered employment.</small>	
The above information was entered by _____ (name) _____ (email) _____ (phone) > I attest that <input type="checkbox"/> I am the hiring manager/supervisor <input type="checkbox"/> I personally obtained all information above directly from the hiring manager/supervisor. > I understand that this information may be submitted to the US government. I further understand that submission of false or inaccurate information to ISS and/or the US government may result in serious consequences, such as but not limited to invalidating any authorization granted to the international employee, or the imposition of penalties on Purdue. _____ (signature) _____ (date)			
ISS Fee <small>For current ISS Fee amounts and info, see here. Federal funds may not be used.</small>			
12	ISS Fee	Insert the Purdue Account # for payment of the ISS Fee. WBSE:	Order:
SuccessFactors Details			
13	Position Details	Department Code: _____ Job Grade: _____ Job Code: _____ Position #: _____ Position is <input type="radio"/> AY <input type="radio"/> FY	
14	Requisition #	(Faculty only) Requisition # _____	