

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"/> Chile <input type="radio"/> Mexico <input type="radio"/> Singapore <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	Organization	Dept	College	
11	Is this a split Appt?	<input type="checkbox"/> No – 100% in the Department named above <input type="checkbox"/> Yes – _____% in the Dept named above (Row 6) and remainder in _____ / _____ (College / Dept) NOTE: There must be ONE offer letter and ONE primary department taking responsibility for administrative tasks.		
Appointment and Request Details				
7	Appointment Type	Requested Work Visa	Requested Dates for Visa / Status	
			Situation	Start Date
<input type="checkbox"/> Tenured Faculty <input type="checkbox"/> Tenure-Track Faculty <input type="checkbox"/> Clinical Faculty <input type="checkbox"/> Professor of Practice	<input type="checkbox"/> H-1B <input type="checkbox"/> O-1**	<input type="checkbox"/> New hire to this position <input type="checkbox"/> Extension (STOP! Do not submit this Intake! Extension is Automatic!)		<input type="checkbox"/> Max duration permitted by law (or) <input type="checkbox"/> This specific end date:
<input type="checkbox"/> Research Faculty <input type="checkbox"/> Lecturer (Continuing) <input type="checkbox"/> Staff, and duties involve <input type="radio"/> Research <input type="radio"/> Teaching <input type="radio"/> Other:	<input type="checkbox"/> H-1B <input type="checkbox"/> E-3 <input type="checkbox"/> TN <input type="checkbox"/> O-1**	<input type="checkbox"/> New hire to this position <input type="checkbox"/> Extension		<input type="checkbox"/> Offer has no End Date (Max duration permitted by law) (or) <input type="checkbox"/> Offer End Date:
<input type="checkbox"/> Visiting Faculty <input type="checkbox"/> Postdoc <input type="radio"/> Assistant <input type="radio"/> Associate <input type="checkbox"/> Limited Term Lecturer	<input type="checkbox"/> H-1B <input type="checkbox"/> E-3 <input type="checkbox"/> TN <input type="checkbox"/> O-1**	<input type="checkbox"/> New hire to this position <input type="checkbox"/> Extension		<input type="checkbox"/> Offer has no End Date (visa end = max by law) (or) <input type="checkbox"/> Offer End Date:
**O-1s are expensive. Please see our website at https://www.purdue.edu/IPPU/ISS/scholar/hosts/issfees.html before making this request.				
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)				
If this intake is data-entered by someone other than the hiring manager, then the hiring manager must also sign here confirming approval of the contents of this request intake form: _____ (signature) _____ (date)				
Fees and Costs (Federal funds may not be used.)				
All ISS services require payment of an ISS Fee, as well as government filing fees and other costs. For ISS Fees, government filing fees and other costs of the requested service, see https://www.purdue.edu/IPPU/ISS/scholar/hosts/issfees.html .				
11	Purdue Account #	<input type="checkbox"/> WBSE <input type="checkbox"/> Order		
SuccessFactors Details (Faculty or Staff positions only)				
12	Position Details	Department Code: _____ Job Grade: _____ Job Code: _____ Position #: _____ Position is <input type="radio"/> AY <input type="radio"/> FY		
13	Requisition #	(Faculty only) Requisition # _____ (if child req, please also list Parent Req #: _____)		
*NOTE for Postdoc H-1B Requests: PPI does not permit H visa sponsorship for postdocs; CLA and EDUC require College-level approval for requests for H-1Bs for postdocs. Intakes must be signed or accompanied by approvals. > College of Liberal Arts requires approval by the Associate Dean for Faculty Affairs > College of Education requires approval by the Dean. Contact Kristy Brewer (Department Contact) to submit this request				
14	College Approval (CLA / Educ) signature:	<input checked="" type="checkbox"/> approval attached		Date