

REQUEST FORM or PAGE 9 of the H-1B Packet

PLEASE TYPE OR PRINT NEATLY. This information, as presented, will be used on immigration forms.

Name of H-1B Employee:

Job Title for H-1B Position: _____

GMU Department: _____

Name and title of employee's immediate supervisor:

Number of people H-1B employee will directly supervise _____

Job duties, including description of research and courses (no acronyms, list all undergrad/grad courses):

Work Address:

Salary: _____
--Full time employees list salary/year, Part time employees list salary/hr.

Org # for Employee Pay: _____

Grant Funded (circle one): Yes No

Benefit Package for Employee: _____

H-1B Start Date: _____ (mm/dd/yyyy)

H-1B End Date: _____ (mm/dd/yyyy)

Minimum Qualifications needed for anyone to perform this job: Please list degree, field, and minimum years of experience needed **for this position. DO NOT list the specific qualifications of the individual you wish to hire**

(Sample: PhD_in_Computer_Science,2yrs_Experience)**H-1B Temporary Work Visas Requires the Job Description to Require a B.A. or B.S Degree at a minimum.***