

DEPARTMENT H-1B REQUEST FORM

Name of Prospective H-1B Employee	
Last	Given
Job Title For H-1B Position	
GMU Department	
Name and Title of Employee's Immediate Supervisor	
Number of people employee will directly supervise (Other than student employees):	
Description of Job Duties, including names of undergrad/grad courses taught and research. Descriptions of research should be clear and understandable to readers outside the field.	
ALL Worksites- Address or addresses at which work will be done. <i>If work will be done at more than 1 location, INCLUDING ANY REMOTE or HYBRID WORK, additional documentation must be supplied.</i>	
Salary (FT salary/year):	Org # for Employee Pay:
Grant Funded (check one): Yes	No
Benefit Package for Employee (check one): Standard	Other
H-1B Start Date (mm/dd/yyyy):	H-1B End Date (mm/dd/yyyy):
Minimum Qualifications:	
Degree Level and Major Required:	
Experience Required (# of months/experience type):	
Special Skills Required:	

Sample: PhD in Mechanical Engineering; 24 months experience as an Engineering Postdoc; Must have expertise in 3D printing prosthetic limbs. ****A Minimum of a B.A. or B.S. Degree is required by the employee and the position for the H-1B Temporary Work Visa ****