

Alabama Agricultural and Mechanical University
Office of Human Resources
Normal, AL 35762

Phone: 256.372.5835

Fax: 256.372.4881

EMPLOYMENT VISA REQUEST FORM

This request form is to initiate the following employment visa type:

- H-1B initial authorization for new employees or employees requiring H-1B status
- H-1B extension for current employees already in H-1B status
- H-1B amendment to reflect material change in position for current H-1B employee
- J-1 Visiting Scholar and Professors
- Permanent residence (Green Card)
- TN for Canadian and Mexican citizens

Department Information

Department where employee/prospective employee works or will work: _____

Contact person in the department: _____

Contact person work extension: _____

Contact person job title: _____

Supervisor's name: _____

Supervisor's job title: _____

Employee/Prospective Employee Information

Name or prospective employee or employee: _____

Banner ID (if known): _____

Employment Status: Full-time Part-time

Employee's highest degree earned: _____

Employee's annual salary or proposed annual salary for prospective: _____

Will the employee receive any additional compensation? Yes No

If yes, please explain:

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Hire date: _____

Will the employee work off-site? _____ Yes _____ No

If yes, please explain:

Describe the job to be performed (1-2 sentences, non-technical description/duties):

College education required for the position (enter number of years): _____

Experience required for the position: _____

State or other license required (if any): _____

Will the individual supervisor any employees? _____ Yes _____ No

If yes, how many employees? _____

Approval

1. _____

Supervisor of Employee/Prospective Employee (please print)

Signature

Date

2. _____

Department Head of Employee/ Prospective Employee (please print)

Signature

Date

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3. _____
Dean of Employee/ Prospective Employee (please print)-if applicable

Signature

Date

4. _____
Vice President of Employee/ Prospective Employee (please print)

Signature

Date

5. _____
Senior Personnel Officer (please print)

Signature

Date

Please submit completed form to the Office of Human Resources.