

Department H-1B Visa Intake Form

Form Instruction:

1. This Form is for first time H-1B visa application.
2. Fill out all applicable information and obtain signatures from Department Chair and Business Unit Head.
3. Email the form (**For Administrative Position**, please attached with Job Description) to immigration@fiu.edu for review and decision
4. Once approved, HR liaison will receive a copy of approval form and move forward to next step (Authorization Form and ECC)

Information about the Proposed H-1B Position:

Department: _____ Job Title: _____ Job Code: _____

Proposed Salary: _____

Proposed H-1B Start Date: _____

Information about the Prospective /Current employee:

Family Name: _____ First Name: _____ Middle Name: _____ Panther ID: _____

Current Salary: _____

Current Immigration Status: _____

Date Status Expires: _____

Prepared by HR Liaison:

Print Name: _____ Title: _____ Date: _____

Approved by Department Chair (For Faculty Position):

Signature: _____ Print Name: _____ Title: _____ Date: _____

Approved by Business Unit Head:

Signature: _____ Print Name: _____ Title: _____ Date: _____

Approved by Human Resources/Academic Affairs:

Signature: _____ Print Name: _____ Title: _____ Date: _____