



UNIVERSITY OF SOUTH ALABAMA

NONSPONSORED SCHOLAR INFORMATION FORM

Departments: Please use this form to notify the Office of Immigration of your intention to hire a non-sponsored scholar (e.g., those in permanent resident, J-2, optional practical training, temporary protected status, change of status, pending asylee, asylee, refugee, or DACA status)

NAME AND RESIDENCE INFORMATION:

Full Name (as in passport): _____
 Family Name (Surname) Given Name (First) Middle Name (if any)

All other names used: _____
 (Include maiden name and names from all previous marriages)

Place of Birth (required): _____ : _____ : _____
 City Province/ Territory Country

Citizenship & Residence (required): _____ : _____
 Country of Citizenship Country of Permanent Residence

Date of Birth (MM/DD/YYYY): _____ Gender: Male Female

CONTACT INFORMATION:

Current Address: _____

E-mail address: _____ Phone Number: _____

PART 2: IMMIGRATION INFORMATION

Passport #: _____ Passport Country: _____

Passport Issue Date (MM/DD/YYYY): _____ Passport Expiry Date (MM/DD/YYYY): _____

Current Immigration Status (i.e., PR, J-2, OPT, TPS, Change of Status, Pending Asylee, Asylee, Refugee, DACA): _____

Date Current Status Expires (MM/DD/YYYY) If Applicable: _____

U.S. Social Security Number (If any): _____

A #/Alien#/USCIS# - if any. (A/Alien/USCIS number is listed on EAD Cards and on any I-140 or I-485 Notices): _____

PART 3: DEPARTMENT INFORMATION TO BE COMPLETED BY DEPARTMENT

1. Hiring Department/ Unit: _____
2. School/ Division: _____
3. Contact Person: _____ 4. Email: _____
5. Telephone: _____ 6. Fax: _____
7. Campus Mailing Address: Box _____ Building/Room: _____

PART 4: POSITION INFORMATION TO BE COMPLETED BY DEPARTMENT

1. Position Title: _____
2. Salary: _____ Per calendar year OR Per academic year
3. Hours/Range of hours per week: _____ 4. FTE (.50 – 1.00): _____
5. Proposed employment start date: (MM/DD/YYYY): _____
6. List all worksites for this position: USA – Main Campus Building and Room #: _____
 USA - Other location(s): _____
7. Description of basic job duties - please list the absolute minimum duties/tasks to be performed, using non-technical terms.

8. Do you plan on pursuing sponsorship in the near future? Yes OR No 9. If yes, indicate sponsorship type: _____

SUPPORTING DOCUMENTATION TO BE SUBMITTED TO OFFICE OF IMMIGRATION AND INTERNATIONAL ADMISSIONS

- Copy/Scan of Employment Offer Letter
- Copy/Scans of ALL current immigration documents:
- Passport Identification Page **
 - Current/ most recent Visa Stamp **
 - I-94 Card (FRONT AND BACK) or printout from <https://i94.cbp.dhs.gov/i94/#/home>
 - Current DS-2019, I-20, I-797 Approval Notice, etc. **
 - Employment Authorization Card (e.g. EAD Card for Change of Status, TPS, DACA, Pending Asylee, Asylee, Refugee, OPT, or J-2)
 - Permanent Resident or Conditional Resident Card
 - Academic Affairs appointment letter or Visiting Scholar appointment letter from the Presidents Office

Include the above starred (**) items for your family members who are already in the U.S. but are not U.S. citizens or permanent residents