



3410 Taft Boulevard  
Wichita Falls, Texas 76308-2099

## Request for H1B Sponsorship

*Initiated and completed by the employing department*

Application for H1B status requires employer sponsorship which infers an intention on the part of the employer and the employee to maintain a working relationship. Sponsorship does not guarantee or obligate either party to ensure permanent employment or tenure status with the university. (OP 52.43)

Sponsorship is not an entitlement. Decisions are based solely on institutional need for the unique skills and expertise the foreign national employee possesses. The final decision to sponsor the employee will be based on the best interest of the university.

### To be completed by the employing department requesting sponsorship

Name of Sponsored Employee: \_\_\_\_\_ M#: \_\_\_\_\_

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

#### (Attach Job Description)

MSU Employment Date: \_\_\_\_\_ Current VISA type: \_\_\_\_\_

1. Funding is available for the employee's position in account # \_\_\_\_\_

Open-ended funding?  Yes  No If no, expiration date of funding: \_\_\_\_\_

2. The most recent MSU performance evaluation of the employee rated him or her as "Meets Expectations" or better in all categories.  Yes  No

3. On a separate attachment, describe the special abilities and qualifications of the employee and how those abilities relate to the critical needs of the department.

4. Attach the individual's relevant credentials; including his or her resume or curriculum vitae and evidence of any outstanding achievements which document that the employee is highly qualified.

### Signature approval and routing:

\_\_\_\_\_  
Department Chair/Director (Date)

\_\_\_\_\_  
Provost or Relevant Vice President (Date)

\_\_\_\_\_  
College Dean (Academic departments) (Date)

\_\_\_\_\_  
President (Date)

Cc:  
Human Resources  
General Counsel