



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. (MSU Policy 3.348)

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