Appointing a foreign national to a position at Florida Tech can be accomplished only if both federal regulations and the university's own policies permit it. Among the many considerations affecting whether a specific foreign national may be appointed to a specific position at the university are: type of appointment being offered, salary range of position, credentials required for the position, term of the appointment, U.S. visa history of the foreign national, citizenship of the foreign national and lead time available before appointment starting date. If a foreign national is determined eligible to be appointed to a specific position at Florida Tech, the university will serve as "visa sponsor" and will issue forms, file petitions with the INS or submit other documents and applications as appropriate to the visa type being arranged. The Office of International Student and Scholar Services (ISSS) will advise hiring units on relevant procedures for visa sponsorship.

Hiring units wanting to employ a specific foreign national should fax or e-mail the following information to ISSS as early in the hiring process as possible. Please send the information to the assistant director of ISSS by fax (321) 728-4570 or e-mail jlingner@fit.edu. The assistant director will contact you within 5-7 working days with appropriate visa sponsorship procedures for you to follow.

All information to be completed by the interviewing department not the prospective employee

Department/hiring unit requesting initial dete	ermination
Name and title of contact person	
Phone number	E-mail
Name of Foreign National	
Highest degree held	Name of degree-granting institution
Type of position you wish to offer (check Post DocResearch Associate	one): Assistant ProfessorAssociate ProfessorProfessorStaff
Term of initial Florida Tech appointment: 1 yearother (specify)	
Starting date of appointment	flexible 🗅 not flexible
Foreign national's country of citizenship	
not include stays as a tourist. Important: if J research scholar, etc.)	ars that this foreign national was in the United States. Include the present stay, if any. Do status of any kind was held, specify J "category" (in section 4 of the visitor's DS-2019 form, e.g.,
Does the foreign national plan to travel a has no travel plans will travel immediately prior to starting join 	abroad at any time in the near future? (This will affect both visa timing and procedure.) □ will travel within first three months of starting at Florida Tech □ other (specify)
Has this individual ever held Florida Tech	visa sponsorship in the past? If so, when
Will the individual have visa dependents	with him/her while employed at Florida Tech? 🗅 yes 🛛 🗅 no
	Office Use Only:

Date received