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 determination

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 one):
Post Doc ______ Research Associate ______ Assistant Professor ______ Associate Professor ______ Professor ______ Staff ______

Term of initial Florida Tech appointment:
_________ 1 year ___________ other (specify) ____________________________

Starting date of appointment ________________ □ flexible  □ not flexible

Foreign national’s country of citizenship ___________________________

List all dates or periods in the past six years that this foreign national was in the United States. Include the present stay, if any. Do not include stays as a tourist. Important: if J status of any kind was held, specify J “category” (in section 4 of the visitor's DS-2019 form, e.g., research scholar, etc.)

__________________________________________

__________________________________________

Does the foreign national plan to travel abroad at any time in the near future? (This will affect both visa timing and procedure.)
□ has no travel plans  □ will travel within first three months of starting at Florida Tech
□ will travel immediately prior to starting job  □ other (specify) ____________________________

Has this individual ever held Florida Tech visa sponsorship in the past? □ yes   □ no

Will the individual have visa dependents with him/her while employed at Florida Tech? □ yes  □ no