

## Employment & Compensation Services

New Mexico State University

MSC 3HRS, Box 30001

Las Cruces, NM 88003-8001

Phone: (575) 646-8000

Fax: (575) 646-2806

**Foreign National Information Request Form**

**Instructions:** This form should be completed by the hiring manager, routed for director/department head approval, then submitted to Human Resource Services (MSC 3HR) for processing.
By submitting this form, you are initiating consultation for employment-based sponsorship for a current or prospective employee.
An attorney from Maney & Gordon will contact you with options that may be available to you along with the associated costs.

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| **Section 1: Employee (Beneficiary) Information**  |
| Full Name:       |
| Aggie ID (if available):       | Email:       | Phone:       |
| Current Visa Status:       | Expiration Date:       |
| Requested Petition Type: | [ ]  Immigrant Visa- Permanent Resident [ ]  Non-Immigrant Visa - H-1B [ ]  Other (explain):       |

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| **Section 2: Employing Department (Petitioner) Information** |
| College/Division:       | Department:       |
| Department Contact:       | Email:       |
| Sponsoring Staff/Faculty Member:       | Email:       |

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| **Section 3: Position Information**  |
| Position Number:       | Position Title:       |
| Requisition Number:       | Research/ Teaching Field (if applicable):       |
| Proposed Annual Salary:       | Anticipated Start Date:       |

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| **Section 4: Export Control**  |
| Has the Export Control Questionnaire been completed and routed to the Office of Grants and Contracts? [ ]  Yes [ ]  No If no, please complete the Export Control Questionnaire and route to the Office of Grants and Contracts.  |

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| **Section 5: Additional Information** |
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| **Section 6: Authorization by Director/Department Head** |
| Signature: Date:  |

*Rev 4/14/15*