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## 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*