



California State University, Los Angeles

International Office

University Sponsor of a Non-Immigrant Employee

Upon confirmation that a new hire requires Cal State L.A. sponsorship to be employed in the U.S., this request, along with other required documents, are submitted to the International Office. If you have questions regarding this process, please contact us at 323-343-3170. Information is also available on the website at www.calstatela.edu/international.

Department Information:

Department/Unit: _____

Name and Telephone No. of employee's supervisor: _____

Name and Telephone No. of contact person: _____

Position Information:

Employee's Name: _____ Position Title: _____

Per CBA minimum salary for position: _____ # of staff Employee will supervise: _____

Hours per week for which the alien will be employed: _____ Salary \$ _____ per _____

Address where alien will work (indicate all possible locations): _____

Alien's fringe benefits:

- Same as university employees. Benefits valued at (dollars per year): \$ _____
- Other (please specify): _____

Is there a bargaining representative (union) for this job classification? No Yes

If yes, provide name of bargaining representative for the unit: _____

At the present time, is there a strike or lockout for people in this job classification? No Yes

Dates of appointment: _____ TO _____ (MM/DD/YY) (MM/DD/YY)
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Recommended for Approval:

College Dean (or designee) _____ Date _____

Reviewed By:

International Office _____ Date _____

Approval:

I certify that the University will pay the reasonable cost of the alien's return transportation abroad (H-1B and O-1 visa) if the alien is dismissed before the end of the authorized employment.

Provost's designee (Eric Bullard, Dean of PaGE) _____ Date _____