

**E-3 REQUEST FORM – PART A (To Be Completed by WSU Employing Department)**

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**CONTACT INFORMATION**

Hiring Department: \_\_\_\_\_

Division/College: \_\_\_\_\_

Administrative Contact Person: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

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**POSITION INFORMATION**

Name of Foreign National: \_\_\_\_\_  
Last/Family Name First Name Middle Name

Position Title: \_\_\_\_\_ Banner ID (if any): \_\_\_\_\_

Please check:  New E-3  Extension w/o changes  Other: \_\_\_\_\_

The position is (check all that apply):

Temp  Permanent  Tenure Track  Non-Tenure Track  ESS

Union Representation (if applicable): \_\_\_\_\_

The position is:  Full time Salary Offered \$ \_\_\_\_\_ # of hours per week \_\_\_\_\_

Part time Hourly rate offered \$ \_\_\_\_\_ & Annual salary \$ \_\_\_\_\_  
# of hours per week (you may put a range if you'd like) \_\_\_\_\_

Does compensation package include fringe benefit?

Yes, value of benefits \$ \_\_\_\_\_  No

Expected duration of employment (as appears on the letter of offer): from \_\_\_\_\_ to \_\_\_\_\_