

O-1 REQUEST FORM - Part A: To Be Completed by WSU Employing Department

CONTACT INFORMATION

Hiring Department: _____ Division/College: _____
Address: _____
Administrative Contact Person: _____
Phone: _____ Fax: _____ E-mail: _____

POSITION INFORMATION

Name of Foreign National: _____
Last name First name Middle name

Position Title: _____ **Banner ID:** _____

Location of Position: On Campus Off Campus, explain _____

General Description of Job/Project:

List 6 or more of the most important duties the foreign national will perform in priority order:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

The position is: Full time Salary Offered _____ # of hours per week _____
 Part time Hourly rate offered _____ **AND** Annual salary offered _____
of hours per week _____

Does compensation package include fringe benefit? Yes, value of benefits \$ _____ No

Expected duration of employment (as appears on the letter of offer): from ____/____/____ to ____/____/____

EMPLOYEE'S CURRENT STATUS

- New Employment (includes current employee in another non-immigrant status)
- Extension without any changes
- Change to Wayne State as employer (prospective WSU employee already in O-1 status elsewhere)
- Add Wayne State as additional employer (prospective WSU employee already in O-1 status with another employer and wishes to work concurrently)

DECLARATION OF THE EMPLOYING DEPARTMENT

Beginning December 22, 2010

With respect to the technology or technical data the petitioner will release or otherwise provide access to the beneficiary, the petitioner certifies that it has reviewed the Export Administration Regulations (EAR) and the International Traffic in Arms Regulations (ITAR) and has determined that:

Check Box 1 or Box 2:

- 1. A license is not required from either U.S. Department of Commerce or the U.S. Department of State to release such technology or technical data to the foreign person; OR
- 2. A license is required from the U.S. Department of Commerce and/or the U.S. Department of State to release such technology or technical data to the beneficiary and the petitioner will prevent access to the controlled technology or technical data by the beneficiary until and unless the petitioner has received the required license or other authorization to release it to the beneficiary.

If you have any questions regarding deemed export, please visit Wayne State University Division of Research export control website at:

<http://www.research.wayne.edu/export-control/index.php>

The department will comply with the following regulations during the O-1 application process and during the employment of the above named foreign national under the terms of O-1 status.

1. The department will notify the OISS if the terms of the employment change during the validity period of this O-1 petition so an amended petition can be filed with the U.S. Citizenship and Immigration Services.
2. The beneficiary of this application is one of the small percentages of individuals who has risen to the top of their field of endeavor and fulfills the requirements of an individual of extraordinary ability in the sciences, arts, education business or athletics. It is the department's intention to employ this individual in the capacity and at the salary described above.
3. The statements made in this section of this request form are true and correct.

Dept./Personnel administrator: _____ Date : _____

Department Chair/Dean: _____ Date : _____