

**PART A: TO BE COMPLETED BY THE HIRING DEPARTMENT**

<b>HIRING DEPARTMENT &amp; CONTACT INFORMATION</b>		
Division/College:	Hiring Department:	
Address:		
Administrative Contact Person:		
Email:	Phone:	Fax:
<b>POSITION INFORMATION</b>		
Position Title:	Banner ID:	
Location of Position: <input type="checkbox"/> On Campus <input type="checkbox"/> 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 (check all that apply) : <input type="checkbox"/> Full Time:   Salary Offered: _____   Hours per Week: _____ <input type="checkbox"/> Part Time:   Hourly Rate Offered: _____   Annual Salary: _____   Hours per Week: _____		
Does compensation package include fringe benefits? <input type="checkbox"/> No <input type="checkbox"/> Yes:   Value of benefits: \$ _____		
Union representation (if applicable):		
Expected Duration of Employment ( <i>as appears on offer letter</i> ):   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 at WSU concurrently)

**DECLARATION OF THE EMPLOYING DEPARTMENT**

***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 (select one):***

- 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
- 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.

Department/Personnel Administrator:

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Department Chair/Dean:

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*