



UNIVERSITY OF SOUTH ALABAMA

**NONSPONSORED SCHOLAR INFORMATION FORM**

Departments: Please use this form to notify the Office of Immigration of your intention to hire a non-sponsored scholar (e.g., those in permanent resident, J-2, optional practical training, temporary protected status, change of status, pending asylee, asylee, refugee, or DACA status)

**NAME AND RESIDENCE INFORMATION:**

Full Name (as in passport): \_\_\_\_\_  
Family Name (Surname)                      Given Name (First)                      Middle Name (if any)

All other names used: \_\_\_\_\_  
(Include maiden name and names from all previous marriages)

Place of Birth (required): \_\_\_\_\_ : \_\_\_\_\_ : \_\_\_\_\_  
City                      Province/ Territory                      Country

Citizenship & Residence (required): \_\_\_\_\_ : \_\_\_\_\_  
Country of Citizenship                      Country of Permanent Residence

Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Gender:  Male  Female

**CONTACT INFORMATION:**

Current Address: \_\_\_\_\_  
\_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**PART 2: IMMIGRATION INFORMATION**

Passport #: \_\_\_\_\_ Passport Country: \_\_\_\_\_

Passport Issue Date (MM/DD/YYYY): \_\_\_\_\_ Passport Expiry Date (MM/DD/YYYY): \_\_\_\_\_

Current Immigration Status (i.e., PR, J-2, OPT, TPS, Change of Status, Pending Asylee, Asylee, Refugee, DACA): \_\_\_\_\_

Date Current Status Expires (MM/DD/YYYY) If Applicable: \_\_\_\_\_

U.S. Social Security Number (If any): \_\_\_\_\_

A #/Alien#/USCIS# - if any. (A/Alien/USCIS number is listed on EAD Cards and on any I-140 or I-485 Notices): \_\_\_\_\_

**PART 3: DEPARTMENT INFORMATION TO BE COMPLETED BY DEPARTMENT**

1. Hiring Department/ Unit: \_\_\_\_\_
2. School/ Division: \_\_\_\_\_
3. Contact Person: \_\_\_\_\_ 4. Email: \_\_\_\_\_
5. Telephone: \_\_\_\_\_ 6. Fax: \_\_\_\_\_
7. Campus Mailing Address: Box \_\_\_\_\_ Building/Room: \_\_\_\_\_

**PART 4: POSITION INFORMATION TO BE COMPLETED BY DEPARTMENT**

1. Position Title: \_\_\_\_\_
2. Salary: \_\_\_\_\_  Per calendar year OR  Per academic year
3. Hours/Range of hours per week: \_\_\_\_\_ 4. FTE (.50 – 1.00): \_\_\_\_\_
5. Proposed employment start date: (MM/DD/YYYY): \_\_\_\_\_
6. List all worksites for this position:  USA – Main Campus Building and Room #: \_\_\_\_\_  
 USA - Other location(s): \_\_\_\_\_
7. Description of basic job duties - please list the absolute minimum duties/tasks to be performed, using non-technical terms.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Do you plan on pursuing sponsorship in the near future?  Yes OR  No 9. If yes, indicate sponsorship type: \_\_\_\_\_

**SUPPORTING DOCUMENTATION TO BE SUBMITTED TO OFFICE OF IMMIGRATION AND INTERNATIONAL ADMISSIONS**

- Copy/Scan of Employment Offer Letter
- Copy/Scans of ALL current immigration documents:
- Passport Identification Page \*\*
  - Current/ most recent Visa Stamp \*\*
  - I-94 Card (FRONT AND BACK) or printout from <https://i94.cbp.dhs.gov/i94/#/home>
  - Current DS-2019, I-20, I-797 Approval Notice, etc. \*\*
  - Employment Authorization Card (e.g. EAD Card for Change of Status, TPS, DACA, Pending Asylee, Asylee, Refugee, OPT, or J-2)
  - Permanent Resident or Conditional Resident Card
  - Academic Affairs appointment letter or Visiting Scholar appointment letter from the Presidents Office

Include the above starred (\*\*) items for your family members who are already in the U.S. but are not U.S. citizens or permanent residents