

Information about the University Position

WHO WOULD ISSO CONTACT FOR QUESTIONS REGARDING INFORMATION IN THIS E-FORM

Last Name * _____

First Name * _____

Phone Number * _____

E-Mail Address * _____

ISU Position * HRC SRS Department Administrative Staff
 Department Chair Position Supervisor

POSITION INFORMATION

Basis for H-1B Classification: * New Employment (first time as H1B at ISU)
 Change of Employer (currently H1B with different employer)
 New concurrent employment (has 2nd H1B w/ different employer)

Is this a Predoc or Postdoc position? * YES NO

If YES, Type of Predoc or Postdoc Position *

 POSTDOC FELLOW POSTDOC RESEARCH ASSOCIATE
 POSTDOC TRAINEE PREDOC ASSOCIATE

If NO, Job Profile [Title] in Workday (please use full title) * _____

Annual Work Period * 9 months 12 months

University Offered Salary * _____

FTE Percentage * _____

Requested start date as H-1B employee at ISU * / /

Requested end date for period as H-1B employee * / /

(no later than 3 years from above start date)

Broad academic field of the duties * _____

Specific academic subfield of the duties * _____

Provide a brief summary (500 character limit) of the proposed duties. *For example, this would be too generic as there is no indication of the specific nature or academic field of the duties: Research projects, analyzing data, and writing manuscripts. Manage laboratory and mentor graduate students.* *

Attach copy of Appointment Letter or Letter of Intent (pdf, jpeg) that covers requested H-1B dates. *

HIRE INFORMATION

Name of the Hiring Department * _____

Name of Immediate Supervisor * _____

Job Title of H-1B's Immediate Supervisor * _____

Email Address of Immediate Supervisor * _____

Number of non-student, full-time employees the worker will supervise *

Will the H-1B employment occur solely on the ISU campus? * YES NO

If YES, enter campus address in next section

Will the employee work at a second location on campus? * YES NO

If YES, enter second address in next section and answer the following:

Percent of time at second location * _____

Please upload an itinerary of when working where. *

Will the H-1B employment occur off-site,
other than at the employee's home in Story county? * YES NO

If YES, enter off-site address in next section

EMPLOYEE WORK ADDRESS OR ADDRESSES

Address where H-1B employee will work on campus (if applicable)

Office Building Name * _____

Office Number * _____

ISU Street Number and Name * _____

City * AMES

County * IOWA

State * STORY

ZIP Code * 50011

Second address where H-1B employee will work on campus (if applicable)

Office Building Name * _____

Office Number * _____

ISU Street Number and Name * _____

City * AMES

County * IOWA

State * STORY

ZIP Code * 50011

Address where H-1B employee will work off-site (if applicable)

Street Address #1 * _____

Street Address #2 _____

City * _____

State * _____

County * _____

ZIP Code * _____

EDUCATION / EXPERIENCE INFORMATION

Minimum Degree Requirement (as required in the position description) *

Bachelor's Master's Professional (JD/DVM/LLV/MD) Doctoral

Academic Field of Degree Required for Position * _____

If experience is required for this position, as required in position description, then indicate the MINIMUM number of years and months of required experience. *

If additional training is required to perform this job outside of the degree training, as required by the position description, then list the MINIMUM number of years, months, and type of training required.

Are there other requirements for the position not listed above (i.e. required license / certification, knowledge of a type of equipment). If yes, please explain.

EXPORT CONTROL WORKSHEET

As part of every H-1B application and/or extension, the university must determine whether or not an export license for access to controlled technology or technical data is required for the job duties under the federal Export Administration and International Traffic in Arms regulations. If an export license is required, the hosting unit must not release or otherwise provide access to controlled technology or technical data to the H-1B employee until it has received from the U.S. Government the required authorization to do so.

To meet this requirement, the hosting Department Chair/Director must complete the Export Control Worksheet. Please go to the [Office of Research Ethics website](#) to find the Export Control Worksheet. Forward the completed worksheet to the Office for Research Ethics at export@iastate.edu or the Ames Laboratory Export Control Office as appropriate. The ORE or Ames Laboratory Export Control Office will submit this required e-form and will then notify the department by e-mail that this step has been completed.

Very few visitors to Iowa State University require an export license. However, if the worksheet indicates a license is required, the ORE or Ames Laboratory Export Control Office will assist you with the licensing process.

* required fields