

Office of International Affairs (OIA)
Nonimmigrant Sponsorship Department Questionnaire

This form is to be completed by the hiring department and promptly returned once the final candidate for the position has been determined. OIA will determine if employment-based nonimmigrant sponsorship is needed in order for the University to legally employ him/her. A separate questionnaire will be provided to the candidate when appropriate.

Please do not leave any blanks. If inapplicable, please note "n/a."

Name of Department:

Department Address:
Street Address

City

State

Zip Code

Primary Contact
in the Hiring
Department:

Email Address:

Phone Number:

Department's
Website:

Information about the Position

Recruitment conducted Or Waived (Check one)

Job Title:

All Worksite(s) Where Employee Will Work (List Address(es)):

Proposed Annual Salary:

Full Time:

Part Time:

Other Compensation:

Dates of Proposed Appointment:

Pay Period (monthly, biweekly, yearly):

Position's Immediate Supervisor and Title:

Minimum Requirements for the Position (Please use separate sheet of paper if unable to type in full description.):

Education:

Years of Experience:

Type(s) of Experience:

Special Skills (if any):

Job Duties:

Supervision of other Employee(s): Yes No

Classroom Teaching Responsibility

Please explain (include course numbers):

Information about the Candidate

Name:

Email: Phone Number:

Name of Person Responsible for Hiring

Signature

Date

Return form to: brenda.boone@nccu.edu

Documents to Return with Completed Questionnaire*

- Detailed description of the duties and responsibilities of the position.
- All recruitment conducted for the position, such as advertisements, job postings, etc.