

2006 Non-Immigrant Visa Employment Verification Form (Side A)

Welcome to NC State University – we hope your employment here is enjoyable and productive. We look forward to meeting you!

Instructions to new international employees: this form is not an application for employment nor is it proof of employment eligibility. The personnel manager of the hiring unit where you will be working may ask you to complete it for assistance with appointment actions in the Human Resources system and completion of the I-9 form. This form should not be used by currently enrolled F-1 or J-1 international students at NC State who are working “incident to status” or international employees on a non-SEVIS visa - only by those who fall in one of the categories listed below. Please complete this side of the form only – do not complete anything on the other side – and please print clearly. If you use this form, you (or your department) must make an appointment for you to meet with an OIS advisor – please be sure you have an appointment since we are unable to offer walk-in service for this process. Your departmental payroll representative will complete the top of Side B (please be sure you have met with your personnel manager first and that you have attached copies of all relevant documents), make a copy for their records, then return it to you for submission to OIS when you meet with us (320 Daniels Hall).

Please check the box to the left of your nonimmigrant status and attach photocopies of your immigration documents (DS-2019, I-94, I-20, EAD, Employment Authorization Letter, passport, etc).

Please call 515-2961 to make an appointment with an OIS advisor (320 Daniels)	
	J-1 Research Scholar (Not sponsored by OIS; e.g. incidental employment or honoraria)
	J-1 Other Category (Trainee, Camp Counselor, IAESTE, AIPT, Summer Work authorized for NC State)
	J-1 Student (with Academic Training authorization for work at NC State)
	F-1 status with a valid EAD for OPT or Economic Necessity
	F-1 status with CPT/Co-op Authorization for work at NC State
	J-2 status with a valid EAD
	Other (please specify):

OIS does not process or evaluate documents for employees or visitors with the following visa types: B-1, B-2, WB, WT, TN, TD, H-1, H-4, O-1, O-3, Refugee, Political Asylum, Pending Permanent Resident, etc. Questions regarding employment or immigration for these visa types must be directed to International Employment Services in HR (515-2135).

[Please print clearly]

Name: _____

Country of Citizenship: _____

Preferred Email: _____

Cell (or local) phone: _____

Current Local Address: _____

Previous School or Employer: _____

Name of Current DSO or RO (if F or J status): _____

Contact Info (Email/phone) _____

Pending/Current NC State hiring unit/department: _____

I certify that the information above is accurate and will notify my personnel representative of any changes. Any attached documentation belongs to me and I can provide the originals upon request. I will notify OIS when I depart the US, change my non-immigrant status, or change my purpose for being here.

Signature

Date

Day: _____ Date: _____ Time: _____ Advisor: _____

2006 Non-Immigrant Visa Employment Verification Form (Side B)

Instructions to Personnel Representative in hiring unit: You may wish to use this form to receive verification of employment eligibility for international employees and data entry requirements in the HR system. Please ask your prospective non- NC State student international employee to complete the reverse side, make and attach copies of the documents listed below, then call OIS (515-2961) to make an appointment to meet an OIS advisor for a brief check-in. The employee will bring back this completed form for your records. For those not in F or J status, please consult HR at 515-2135 for assistance. Additional info: <http://www2.acs.ncsu.edu/hr/intemployment/iemission.html>

*****This section to be completed by the hiring unit personnel rep only *****

Hiring Unit: _____	
Personnel Manager: _____	Supervisor/PI: _____
Email: _____	Email: _____
Phone: _____	Dept. Fax: _____
Employee Name: _____	Employee ID: _____
Position Title: _____	Salary Amount: _____
Proposed Begin Date: _____ <i>(future date)</i>	End Date: _____ <i>(MM/DD/YYYY)</i>

Attached are photocopies of the following documents:

- ___ Appointment letter, offer letter, or job description
- ___ I-94 (front and back); this is a small card often stapled into the passport
- ___ Passport personal information page and current/last visa
- ___ Employment Authorization Document (EAD) [OPT, J-2, Economic Need, etc.]
- ___ School/sponsor authorization letter for J-1 Academic Training or Curricular Practical Training
- ___ Form I-20 or DS-2019
- ___ Any other type of USCIS employment authorization employee may have

***** This section to be completed by OIS only *****

Employee Name: _____

Visa Type for HR system: _____ Temporary ID (if requested): _____

Begin Date: _____ End Date: _____

****All employment positions for those in F or J status must be TEMPORARY positions***

Other comment or restrictions: _____

Signature of OIS Representative: _____

Date signed: _____ Date faxed/mailed to dept: _____