

Today's date:

Hiring Department - FSVS Service Request
Please complete and email to your FSVS Visa Specialist.

HIRING DEPARTMENT

Department Name	Phone
Department Liaison Name and Title	Email
This is a service request for:	Employment Authorization Permanent Resident Sponsorship
Would you like a call from the Visa Specialist to discuss the specifics of this case?	Yes No

FOREIGN NATIONAL

First Name	Middle Name
Last Name (Surname)	Country of Nationality
Country of Citizenship	Foreign National's Current US Immigration Status if Known
Email	Currently Employed at USC? Yes No
Proposed Position	Desired Employment Start Date

Nonimmigrant Status Requested if Known. Leave blank if unsure:

H-1B TN Canadian/Mexican E-3 Australian O-1

Type of Process Requested if Known. Leave blank if unsure:

Consular Processing/Preflight Inspection/Port. Foreign national will wait in his/her home country for documents from USC.

Change of Status. Foreign national is already in the US in a different nonimmigrant status and seeks to change to the requested nonimmigrant status indicated above.

Extension of Status. Foreign national already works for USC, and seeks an extension of status and stay.

Change in USC Employment. Foreign national already works for USC in one of the nonimmigrant statuses above and seeks to change to another position or work for another department at USC.

Amendment. Foreign national already works for USC and requires an amendment due to a material change in work conditions such as change in worksite, job duties, or reduction in hours.

Change of Employer. Foreign national already works for another employer in one of the nonimmigrant statuses above, and seeks to work exclusively for USC.

Concurrent Employment. Foreign national already works for another employer in one of the nonimmigrant statuses above and will continue doing so, while working for USC as well.