



To initiate an H-1B request the department is required to complete this form and submit it to Wendy Rivers, either by campus mail or email.

Wendy Rivers, Office of International Programs
410 Culbertson Hall
Bozeman, MT 59717

wendy.rivers@montana.edu
(406) 994-7150

Date of Request: _____

Sponsoring Department: _____

Supervisor Name: _____

Supervisor email & phone number: _____

Employee Name: Last, First, Middle: _____

Employee's Email address: _____

Employee's Current Visa Status: _____

Date Status Expires: _____

Intended Start Date: _____

1) Does the employee have a spouse and/or minor child in the U.S. for whom he/she would like to obtain H-4 status? YES ___ NO ___

2) Does the department desire premium processing in this case? YES ___ NO ___

Please be aware that premium processing cases require an additional fee of \$1,225

3) Was the employee issued an offer letter for the position? YES ___ NO ___

4) Does the employee have a degree and experience in the specialty field? YES ___ NO ___

5) Please provide the proposed job title and description:

6) Please provide the proposed salary: _____

7) Work address, if different from main campus address:

Office of International Programs

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