



This form is required to be completed by the department and either campus mailed or scanned and emailed to **Drew Keegan, Office of International Programs, Strand Union Building 183, Bozeman, MT 59717-2260** | drew.keegan@montana.edu

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) The department desires premium processing in this case? YES _____ NO _____
****Please be aware that premium processing cases require an additional fee of \$1,410***

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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