

### Instructions

This form is used to notify the Center for international Education (CIE) of the initial appointment or intent to renew the H-1B status of a continuing international faculty member (i.e. a person who is not a United States citizen or Green Card holder). The department must complete this form in its entirety; the CIE will prepare the H-1B application for this individual.

### Personal Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Highest Degree Earned: \_\_\_\_\_ Other: \_\_\_\_\_  
Country of Citizenship: \_\_\_\_\_ Country of Permanent Residence: \_\_\_\_\_  
Current Phone Number: \_\_\_\_\_  
Current Email Address: \_\_\_\_\_

### Previous Immigration Status

Is the individual currently in the U.S.?  Yes  No      If yes, what is their immigration status? \_\_\_\_\_

### Appointment Information

Assistant Professor     Associate Professor    Faculty member's Field of Specialization: \_\_\_\_\_  
*(Please be specific)*

Dates of Appointment: From \_\_\_\_\_ To \_\_\_\_\_  
*(In setting the start date of the appointment, if appointment is not six months before next semester start date, I-129 has to be "Premium Processed".*

### Departmental Chair

Name of Person Preparing Form: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Office Address: \_\_\_\_\_  
Date: \_\_\_\_\_

Please scan or fax a copy to Toyin Ayeni: [ayenio@ccsu.edu](mailto:ayenio@ccsu.edu) or 860-832-2047.