

Items Needed Before Beginning E-forms

H-1B Applicants

- HR Job Description***
- Scholar Passport and I-94***
- Scholar's CV***
- Department Job Offer Letter***
- Job Duties & Responsibilities Letter***
- Documentation of Current Status (if applicable)***
- Position Number
- Position Title
- Salary Plan Code
- Salary Offered
- FTE Percentage
- Dates of Employment
- Address for Work Site
- Host Professor Name and Email
- Degree & Academic Field Required
- Experience Required
- Training Required
- Non-Technical job Description
- Scholar Contact Details
- Current Immigration Status (if any)
- Scholar Contact Details
- Comparable Salary Schedule
 - a. Dept.
 - b. Title
 - c. Salary
 - d. Rank Code
 - e. Highest Degree
 - f. Years of Experience
- Will the Scholar have access to:
 - a. Confidential info from a 3rd party?
 - b. Access to military or space technology?
 - c. Research for Dept. of Defense?
 - d. Use Software not publicly available?
 - e. Access to encryption technology?

J-1 Applicants

- Invitation letter***
 - a. Dates of Program
 - b. Funding Source
 - c. Duties
- Funding Letter if not from IUPUI***
 - a. Who is paying
 - b. Amount being paid
 - c. Length of time funds are available
 - d. Must be translated to English
- Funding Source and Amount***
- Scholar's CV***
- Scholar Passport and I-94***
- Current Immigration Status (if any)***
- Dependents Passports (if any)***
- Exchange Visitor Category (short term, research scholar, etc.)
- Position from Home Country
- Non-Technical job Description
- Program Dates
- Address for Work Site
- Host Professor Name and Email
- University Account Number
- FedEx Account Number
- Who is paying for Health Insurance
- Is Scholar a Medical Doctor in Home Country
- Scholar Contact Details
- Proof of English Language Proficiency

*** =document must be uploaded