



# INTERNATIONAL SERVICES OFFICE

## Visa Inquiry Form

### Department Information

Department Name

Contact Name

Email and phone number

Proposed position and salary

Proposed dates of employment

UR ID (if available)

Does position require a NYS license?

[Does the position require a Visa Screen?](#)

Worksite locations

### Proposed Employee Information

Name

Email (personal and UR if available)

Phone

Country of citizenship

If in the US, what is their current nonimmigrant status and how long have they been in it?

If outside the US, what country are they in?

Degrees held and specific field(s) of study

Have they ever been on a J-1 or J-2 and subject to the two-year home residence requirement?

If so, have they fulfilled the requirement or received a waiver?

**Email this form as well as the Job Description and a copy of resume or CV to [scholars@iso.rochester.edu](mailto:scholars@iso.rochester.edu) for recommendation of nonimmigrant status**