H-1B VISA APPLICATION ROUTING SHEET

APPLICATION FOR _____

Instructions:
IMP requires submission of the following information to provide approval. Please complete the table below and submit required documents in the following order:

- ☐ Completed "Departmental Declaration of Understanding" form (PDF copy from ISOGateWay)
- ☐ Completed "Departmental Questionnaire" form (PDF copy from ISOGateWay)
- ☐ Signed (through Department Chair) Departmental certification letter
- ☐ Signed "Faculty Obligations and Responsibilities for Sponsoring a Foreign National on H-1B Visa"
- ☐ Signed GW appointment letter from HR
- ☐ Curriculum Vitae

Country of origin	
Department	
Supervisor	
GW position title	
Highest degree	
Funding source (grant, start-up funds, etc.)	

Special Remarks:

Approvals:
Please attain approvals in the following order.

Initials:	**Date:**	
_____	_____	**Requestor/Supervisor** Name: _____ Position title: _____
_____	_____	**Host Department Finance Director (if candidate is GW funded)** Name: _____ Position title: _____
_____	_____	**Host Department Chair** Name: _____ Position title: _____
_____	_____	**Huda Ayas** Associate Dean for International Medicine
_____	_____	**Robert Miller** Vice Dean, School of Medicine and Health Sciences
_____	_____	**Andrew Artenstein** Interim Vice President for Health Affairs and Dean, School of Medicine and Health Sciences