

Amendment Intake Form

If there is a significant change in employment, International Student and Scholar Services (ISSS) must evaluate those changes to determine what action, if any, the University must take to remain compliant with the immigration status granted to the employee. For H-1Bs, E-3s, TNs, and O-1s, in some circumstances, the change must be approved by U.S. Citizenship and Immigration Services (USCIS) **before** the employment change(s) can begin.

The following questions will help ISSS determine if the proposed change(s) in employment will require any action to be taken. ISSS must look at the totality of the changes, so one "yes" answer on this form isn't necessarily an indication of a significant change. Complete this form as thoroughly as possible, in coordination with the supervisor. Once the form is completed, please email the form to iss@ksu.edu

1. Name of Employee: _____

2. Employee's Department: _____

3. Will this employee's salary change? ☐ Yes ☐ No

If YES, the new salary will be: _____ Current salary: _____

Explain the reason for the change: _____

4. Will the funding source change? ☐ Yes ☐ No

If YES, list the new funding source(s) and percentages: _____

5. Will the employee's title and title code change? ☐ Yes ☐ No

If YES, the new UW title will be: _____

Title Code: _____

Explain the reason for the change: _____

6. Will the employees' duties change? ☐ Yes ☐ No

If YES, explain what duties are changing and how much (you may attach the rate/title change you plan to submit to answer this): _____

7. Will the employee's appointment FTE/percentage change? ☐ Yes ☐ No

If YES, the current FTE/percentage is: _____;

the proposed FTE/percentage will be: _____

8. Will the employees' supervisory responsibilities change? ☐ Yes ☐ No

If YES, explain the change. Include how many permanent employees s/he supervises now and how many s/he will supervise when the change takes place. **Note:** Permanent employees do not include student help, graduate/teaching/research assistants, or employee training. True supervision is defined as signing timesheets, doing performance reviews, handling disciplinary actions, etc.:

9. Will the employees' work location change? ☐ Yes ☐ No

If YES, explain why. Additionally, list the current work location address(es) and new work location address(es):

10. Will the employees' major department change? ☐ Yes ☐ No

If YES, explain the change: _____

Please use the space below to explain any other changes and/or to make any further comments:

Signature of Supervisor/Director/Chair completing this form:

Date: _____

Print Name of Supervisor/Director/Chair completing this form:

Title: _____

Email: _____

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☐ Action is not required. The change **does not** constitute a significant change as defined by immigration regulations.

☐ Action is required. The change **does** constitute a significant change as defined by immigration regulations.

ISSS will provide further instructions.

Determination made by: _____

Signature: _____ Date: _____