



## Updated Appointment Form

The following questions will help International Faculty and Staff Services (IFSS) determine if the proposed change in employment will require any updates to the person's immigration status and/or documents. A "yes" answer does not automatically mean IFSS needs to update their documents.

Please complete this form as thoroughly as possible. Provide a copy of the new/revised appointment letter, including any changes to the employee's duties, the date the appointment will change, etc. If you have any questions regarding this form, please contact IFSS.

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: \_\_\_\_\_  A basis  C basis

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 **official 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 employee's **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 percentage** change?  Yes  No

If YES, the current percentage is: \_\_\_\_\_; the proposed percentage will be: \_\_\_\_\_

8. Will the employee's **supervisory responsibilities** change?  Yes  No

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

9. Will the employee's **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 employee's **host department** change?  Yes  No

If YES, explain the change and provide the employee's new work location:

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

\_\_\_\_\_  
E-mail Address

### FOR IFSS USE ONLY

- An update is not required. The change **does not** constitute a material change as defined by immigration regulations.
- An update is required.** The change **does** constitute a material change as defined by immigration regulations. The petition must be filed and the receipt notice received by IFSS (H-1Bs only) before the changes may begin.
- An update is required.** The change **does** constitute a material change as defined by immigration regulations. The petition must be approved by IFSS (J-1s only)/USCIS (H-1Bs only) before the changes may begin.

Determination made by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_