

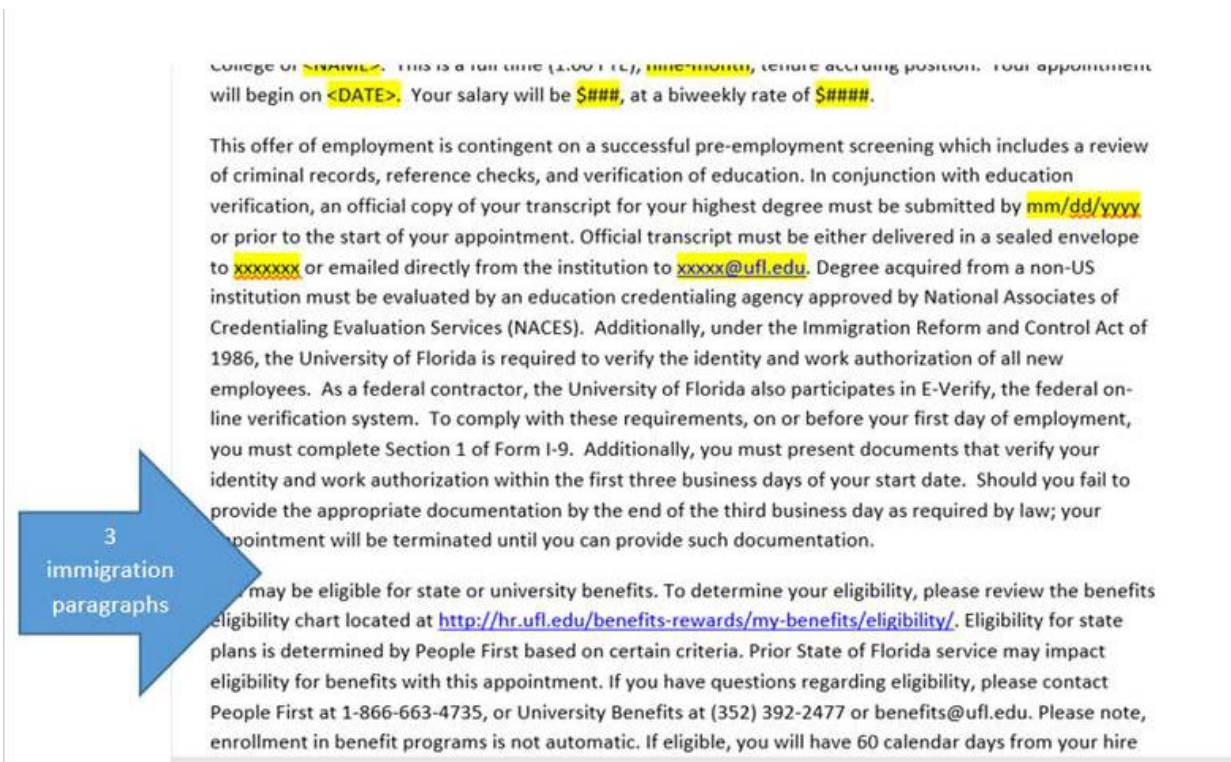
From: [Midget, SiseneG](#)
To: [Kramer.Maryrose.K](#); [Mcintosh.Sheryl.L](#); [Nunez, David R](#); [Stanley.Linda.J](#); [Matckie.Michelle](#); [Cairns.Evelyn](#)
Cc: [Sowell.Kutonya](#)
Subject: Letter of Offers for foreign nationals
Date: Monday, January 29, 2018 9:42:00 AM

Good morning,

This is just a reminder for all as I was reminded before I started drafting a letter recently. You would insert the paragraphs where the arrow is in the screen shot below. Reach out to me for the dates needed and I will verify with UF Immigration Compliance Services. From my understanding, it is always three years with the first date being the date of hire and the second date being three years after.

Specific information related to the employment of foreign nationals of employment-based immigration statuses must appear in their respective offer of employment letters. The paragraphs at this link must be included in offer letters issued to foreign nationals.
<http://hr.ufl.edu/manager-resources/recruitment-staffing/immigration-compliance-services/offer-of-employment-letters/>

Although this appointment is based on departmental programmatic needs, fiscal considerations and satisfactory performance, there is reasonable expectation that your employment will continue on a year-to-year basis. Therefore, H-1B status sponsorship is being requested for a period of 3 years, 08/16/2018 to 08/15/2021.



The screenshot shows a portion of an offer letter template. A blue arrow on the left points to a paragraph of text. The text in the paragraph is as follows:

College of ~~EXAMPLE~~. This is a full time (1.00 FTE), ~~intermittent~~, tenure accruing position. Your appointment will begin on <DATE>. Your salary will be \$###, at a biweekly rate of \$####.

This offer of employment is contingent on a successful pre-employment screening which includes a review of criminal records, reference checks, and verification of education. In conjunction with education verification, an official copy of your transcript for your highest degree must be submitted by mm/dd/yyyy or prior to the start of your appointment. Official transcript must be either delivered in a sealed envelope to xxxxxx or emailed directly from the institution to xxxx@ufl.edu. Degree acquired from a non-US institution must be evaluated by an education credentialing agency approved by National Associates of Credentialing Evaluation Services (NACES). Additionally, under the Immigration Reform and Control Act of 1986, the University of Florida is required to verify the identity and work authorization of all new employees. As a federal contractor, the University of Florida also participates in E-Verify, the federal on-line verification system. To comply with these requirements, on or before your first day of employment, you must complete Section 1 of Form I-9. Additionally, you must present documents that verify your identity and work authorization within the first three business days of your start date. Should you fail to provide the appropriate documentation by the end of the third business day as required by law; your appointment will be terminated until you can provide such documentation.

You may be eligible for state or university benefits. To determine your eligibility, please review the benefits eligibility chart located at <http://hr.ufl.edu/benefits-rewards/my-benefits/eligibility/>. Eligibility for state plans is determined by People First based on certain criteria. Prior State of Florida service may impact eligibility for benefits with this appointment. If you have questions regarding eligibility, please contact People First at 1-866-663-4735, or University Benefits at (352) 392-2477 or benefits@ufl.edu. Please note, enrollment in benefit programs is not automatic. If eligible, you will have 60 calendar days from your hire

Regards,




SiseneG L. Midget

(Genesis spelled backwards)


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