



Position Information Sheet

*For PI/Supervisors Sponsoring a Scholar/Employee on **all visa types.***

Department Admins, please submit all information into the [TDS Scholar](#) system at your earliest convenience.

Position Information		
Scholar/Employee Name		
Scholar/Employee's Email Address		
Position Title		
Proposed Dates of Employment	Start Date	End Date
Offered Wage (if paid by CWRU)		
Full/Part time	Full-Time	Part-Time
		How Many Hours: _____
Primary Job Location		
Will the employee be required to work at an additional job location in the U.S. (including work from home)?	Yes	No
If yes, what's the second worksite address/location?		
Degree Required?		
In what field?		
Can the degree be in a related field?	Yes	No
Is this a postdoctoral position?	Yes	No
Is travel required for the position (beyond occasional conferences and academic meetings, etc.)?	Yes	No
Does the position supervise full-time employees?	Yes	No
OPR/Speedtype to use for shipping and/or filing fees		



J-1 Information & Export Control Certification Sheet

*For PI/Supervisors Sponsoring a Scholar/Employee on a J-1 visa ONLY.
If applying for any other visa type, please disregard this page.*

Department Admins, please submit all information into the [TDS Scholar](#) system at your earliest convenience.

Funding Information		
Case Western Reserve UV/Sponsoring Institution Funds:		
Visitor's Home Institution Funding:		
EV's Home Government Funding:		
Personal Funds:		
Dept. of State Grant Funding:		
Other US or Foreign Agency Grants:		
Other Agency's Name(s):		
Export Control Certification Questions (to be filled by the PI/Supervisor of the J-1 Scholar)		
Does the hosting faculty member have any CWRU Export Control Technology Control plans in place?	Yes	No
<i>If Yes, Contact the CWRU Compliance Office.</i>		
Does the hosting faculty member have a personal outside financial interest in the funding organization?	Yes	No
<i>If Yes, Contact the CWRU Compliance Office.</i>		
Does the hosting faculty member have a faculty appointment with the organization that is funding the visitor?	Yes	No
<i>If yes, contact the Office of the Provost for assistance</i>		
If the appointee will be working on sponsored projects, do any of the projects in the hosting faculty member's laboratory have restrictions on the participation of non-US persons?	Yes	No
<i>Please check all the CWRU NOGAs and SPARTA to confirm there is no restriction on non-US persons. If you are not sure if a restriction is present, please email your pre-award specialist.</i>		
The hosting faculty member is aware of the disclosure obligations set forth in the faculty Disclosure and Reporting Guidance, which details when and how they may have to disclose the international visitor. Details can be found at https:// case.edu/research/about/hot-topics/faculty-disclosure-and-reporting-guidance	Yes	No
The hosting faculty member is aware that the visitor must receive appropriate EHS and other trainings, e.g., lab safety, biosafety, radiation safety, etc.	Yes	No
<i>If No, contact the Office of Environmental Health and Safety for assistance.</i>		



PI/Supervisor's Information	
Name:	
Job Title:	
Email Address:	
Phone Number:	
Signature:	

Chair or Dean's Approval (per departmental policy)	
Name:	
Job Title:	
Email Address:	
Phone Number:	
Signature:	

College/Department Approver's Information	
<i>Your department's approver may vary. Please consult internally to determine the appropriate approval party.</i>	
School of Medicine - Kim Rossi School of Engineering - Ann Boughner College of Arts & Sciences - Melissa Van	
Name:	
Job Title:	
Email Address:	
Phone Number:	
Signature:	

Department Contact/HRA's Information	
Name:	
Email Address:	
Phone Number:	

Please use this form obtain all necessary information, departmental signatures, and approvals prior to submitting your request in the TDS Scholar system. Please also upload this form into the "Other" category in the system.