

BULLETIN NUMBER 41

TO: President, Vice Presidents, Deans, Department Directors, and Department Chairs

FROM: Ralph D. Pedersen
Director of Human Resources

Pia Wood
Director of International Studies

DATE: November 15, 2002

SUBJECT: Transfer of Responsibility – Processing of H-1B Visas

Human Resources Bulletins are published by the Human Resources Department to provide information and guidance to staff, faculty and administrators of the Reynolda Campus. Human Resources Bulletins are accessible through the World Wide Web at:
<http://www.wfu.edu/hr/bulletins>.

Effective December 1, 2002, responsibility for the processing of requests from Reynolda Campus Departments and Offices for H-1B Visas (Temporary Worker in a Specialty Occupation) will be transferred from the Human Resources Department to the Center for International Studies.

The contact person in the Center for International Studies for processing requests for H-1B visas is Mr. Kent Greer. The Center for International Studies is located in Room 27, Carswell Hall. Mr. Greer may be reached by calling 758-6033 or at greerk@wfu.edu