

AUBURN UNIVERSITY OFFICE OF INTERNATIONAL EDUCATION
 201 HARGIS HALL, AUBURN, ALABAMA
 334-844-5001, FAX 334-844-4983, EMAIL: INTLEDU@AUBURN.EDU

TN CASE INFORMATION SHEET - to be completed by AU employing department

CONTACT INFORMATION

Department		Division/College	
Address			
Administrative Contact Person		Phone	
Fax		Email	

PROSPECTIVE/CURRENT EMPLOYEE INFORMATION

CANADIAN – <input type="checkbox"/> YES <input type="checkbox"/> NO		MEXICAN <input type="checkbox"/> YES <input type="checkbox"/> NO	
Family Name		Given Name	Middle
Current Address			
Phone	Fax	Email	

POSITION INFORMATION

Position Title			
List 6 or more of the most important duties the Canadian/Mexican citizen will perform in priority order			
1			
2			
3			
4			
5			
6			
Name of supervisor for this position			
Salary Offered	\$	Per	Hours per week
The compensation package includes fringe benefits		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Expected Duration of employment	Start date	End date	
Address where TN Employee will work (if different from Dept. Address)			
Prepared by (signed)		Date prepared	