

Work Visa Sponsorship Request Template

Please complete all sections of this form to request employer sponsorship for a work visa. Once completed, print the form and submit it to the Human Resources department for review and processing.

1. Applicant / Employee Information

First Name: Last Name:
Date of Birth (DD/MM/YYYY): Current Nationality:
Email Address: Phone Number:
Current Residential Address:

2. Employment & Position Details

Proposed Job Title: Department:
Proposed Annual Salary: Primary Work Location/Office:
Expected Employment Start Date:

3. Visa & Sponsorship Details

Requested Visa Type (e.g., H-1B, L-1, O-1):
Current Visa Status (if currently in the host country):
Current Visa Expiration Date (if applicable):
Number of Accompanying Dependents requiring visas:

4. Justification for Sponsorship

Provide a brief explanation of why sponsorship is required and how the candidate's qualifications align with the role:

5. Signatures and Approvals

By signing below, the applicant and the hiring manager acknowledge the request for visa sponsorship initiation.

Applicant Signature: Date:
Hiring Manager Signature: Date:
HR Representative Signature: Date: