

VI-22  
**APPLICATION FOR ALIEN SALARY ADVANCE**

(Revised ~~10/97~~ 04/15)

The Alien Salary Advance procedure was established to assist incoming alien academic appointees who need monetary assistance while getting settled in the United States. This fund is only available to those who have entered this country within the last 6 months.

An alien salary advance may be requested for up to \$8,000.00. The advance must be paid in full thirty days prior to the ending date of the appointment or within six months of arrival, whichever comes first.

Advances are not available (except on rare occasions) until the first day of the ~~faculty member's~~ *employee's* appointment. The ~~faculty member~~ *employee* may apply three to four days prior to the beginning date of the appointment to allow for processing of the application.

The application for the advance should include the following, which is prepared by the department:

- 1) The request should be made on departmental letterhead, addressed to the Associate Vice Chancellor, explaining the reason for the advance request; the amount; and the monthly repayments most convenient for the applicant. This letter should include the department chair's signature as well as the applicant's signature.
- 2) The department prepares a Form 5 check-request with the following information: The name of the person receiving the check, the reason for the check (i.e., "Alien Salary Advance"), the amount, and the departmental contact for check pick-up.
- 3) A copy of the appointment letter with final approval along with an IDOC or print screen from PPS showing the appointment has been entered into the system.

The Associate Vice Chancellor will approve the letter of request, sign the check request, and send the forms to Accounting for processing. Questions concerning alien advances should be directed to Academic Personnel, extension 3445.