



June 24, 2009

MEMORANDUM

TO: University Administrators and Chancellors

FROM: David McClain  
President

A handwritten signature in black ink, appearing to read "David McClain".

SUBJECT: Administrative Procedures Memorandum No. 09-05

Personnel and/or Administrative Officers have been informed of the availability of the following Administrative Procedure (AP) on the web in Adobe/Acrobat format <<http://www.hawaii.edu/svpa/apm/pers/a9610.pdf>>. Those units that do not have access to the web may contact their respective Personnel/Administrative Officers for a hard copy.

(Revised) A9.610 Immigration Classifications for Employment of Foreign Nationals

The AP has been revised to update the University's immigration procedures for the appointment of foreign nationals to faculty, research and APT positions. The AP was revised to reflect changes in federal regulations and procedures as well as changes in University personnel policies pertaining to international employees and scholars.

If you have any questions, please contact Linda Hamada at [Lhamada@hawaii.edu](mailto:Lhamada@hawaii.edu).

Attachment