Extending an International Employee Appointment via an Existing RAMP EC Request

Created 05/23/22

This guide is designed to aid in the process of international employment extensions in the RAMP Export Controls module. For further assistance, please contact RAMP Export Controls Support at RAMP-ExportControl@fsu.edu.

IMPORTANT NOTE: If other changes to an appointment are needed in addition to an extension (e.g., change in supervisor, funding source, duties, etc.), or if Florida Statute s. 1010.35 screening has not been conducted in the past, a new RAMP request will be required.

Extending an International Employee's Appointment

When it is necessary to extend an international employee's appointment, email the following information to RAMP-ExportControl@fsu.edu:

- International Employee Name
- EMPLID
- Latest RAMP EC #
- New begin and end dates
- New FGTRP form

The Office of Research Compliance Programs (ORCP) will extend the last request and notify the requester when completed. At that time, a new snapshot can be uploaded into the HR system.