

**BANK OF CHINA USA**  
**VISA SPONSORSHIP REQUEST FORM**

**Section 1 -- For Applicant to Complete:**

Name of Employee: Shunan Liu

Department: Market Risk Management Department

Current Position: Intern

☒ H1B Application    ☐ H1B Extension    ☐ Green Card Application    Others: \_\_\_\_\_

Reasons for Request:

I request H1B application to maintain my legal status to work in Bank of China New York and become a full-time employee in Market Risk Management Department. My major duties include and not limited to:

- Assist in liquidity risk oversight and implement liquidity risk management regulatory projects, including Heightened Standard and Enhanced Prudential Standard.
- Review and validate Liquidity Stress Testing and FR2052a reporting production process.
- Analyze and recalibrate liquidity risk metrics and limits, ensuring alignment with the risk appetite and tolerance defined in the Risk Governance Framework and suitability for the size and complexity of the Bank.
- Build MRD's analytical capabilities in data analysis and establish comprehensive SQL template to collect data from DataMart.

**Section 2 -- For Head of Department/Branch Manager to Complete:**

I. If applicant has a Performance Evaluation score, please fill in Performance Evaluation score of the most recent years.

Year 1 \_\_\_\_\_  
(if applicable)

Year 2 \_\_\_\_\_  
(if applicable)

Year 3 \_\_\_\_\_  
(if applicable)

II. If applicant has not had a Performance Evaluation Score, please *circle* and *rate* in the below table.

|                      |    |                    |  |    |                          |
|----------------------|----|--------------------|--|----|--------------------------|
| DAILY<br>PERFORMANCE | A+ | EXCELLENT ACHIEVER | COMPETENCY<br><br>(Measured by the applicant’s<br>business acumen, skills of<br>problem solving,<br>communication, leadership,<br>planning and organization,<br>efficiency and effectiveness,<br>etc.) | A+ | EVIDENTLY CAPABLE        |
|                      | A  | HIGH ACHIEVER      |  | A  | HIGHLY CAPABLE           |
|                      | B+ | GOOD ACHIEVER      |  | B+ | CAPABLE                  |
|                      | B  | ACHIEVER           |  | B  | NOT FULLY CAPABLE        |
|                      | C  | UNDER ACHIEVER     |  | C  | NEED IMPROVEMENT         |
|                      | D  | LOW ACHIEVER       |  | D  | BIG GAP FROM<br>REQUIRED |
| Overall Rating       | A+ |                    |  |    |                          |

III. Based on the above rating, please elaborate your opinion toward this application:

Shunan Liu has proved himself to be a hard-working and outstanding employee for liquidity risk management team. I approve and recommend him as a full time employee and H1B application.

☒ Approve

☐ Disapprove

IV. If the applicant is currently working as an intern, please indicate the following information:

- Full time position to be filled by this applicant in the future: \_\_\_\_\_Associate\_\_\_\_\_
- Have you submitted the “Application for New Hire” form for the above mentioned position to HRD?  
(Yes / No) \_\_\_\_\_Yes\_\_\_\_\_

**Please attach a signed i) Job Description and an updated ii) resume of the applicant.**

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**Section 3 – Authorization:**

Signature of Head of Department: \_\_\_\_\_



\_\_\_\_\_Date 12/11/2018\_\_\_\_\_

*Please forward the original form to the Human Resources Department for processing.*

**Please do not write under this line:**

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Concurred By Human Resources Department: \_\_\_\_\_

\_\_\_\_\_Date\_\_\_\_\_

Approved by Managing Director-in-charge: \_\_\_\_\_

\_\_\_\_\_Date\_\_\_\_\_

Approved by Executive Management Member-in-charge: \_\_\_\_\_

\_\_\_\_\_Date\_\_\_\_\_

Approved by President, U.S.A. & CEO: \_\_\_\_\_

\_\_\_\_\_Date\_\_\_\_\_