

**Request for University Sponsorship
of Foreign National for Permanent Residence**

Information about Requestor:

Sponsoring Academic School or University Division: _____

Sponsoring Academic Program (if applicable): _____

Academic Dean (for faculty) or Direct Supervisor: _____

Information about the Foreign National:

First Name: _____ Middle Name: _____ Last Name: _____

Z # _____ Email Address: _____

Title of Position for which sponsorship is sought: _____

Date position commenced: _____

Date of issuance of offer letter: _____

Highest degree obtained by foreign national: _____

Date degree obtained: _____

For all requests:

Indicate type of position:
tenured faculty
tenure-track faculty
faculty with term contract:
from ___/___/___
staff at-will position
staff with term contract:
from ___/___/___

For teaching positions only:

Which of the following ads were placed to recruit for the position:

paper ad in professional journal
30-day ad in online professional journal
neither

Name of the journal(s): _____

Please attach:

- CV of foreign national
- Additional supporting documents

Approval of Direct Supervisor or Academic Dean (for faculty):

The Direct Supervisor or Academic Dean (for faculty employees) provides the following information to support University sponsorship:

1. The program or activity in which the individual is involved:

2. How the individual is needed as an integral part or as an essential component of the School or its educational program:

3. The current and future benefit the individual brings to the University:

Authorization of Divisional Executive:

By signing this form, the Divisional Executive hereby authorizes the Office of General Counsel to proceed with University sponsorship of the employee named above for an immigrant visa (permanent residence), under these conditions:

1. The position offered to the foreign national is a regular, full-time University position and fits the U.S. Citizenship and Immigration Services' (USCIS) description of a "permanent" position. Permanent means either tenured, tenure-track, or for a term of indefinite or unlimited duration in which the employee would ordinarily have the expectation of continued employment.
2. Obtaining permanent residency may take years due to government processing times and immigrant visa number retrogression.
3. The University cannot guarantee the outcome of any case, and the University has not made and will not make any such guarantees to the employee.
4. The Sponsoring Division acknowledges that it is responsible for the costs and attorneys' fees incurred by the University for sponsorship of the immigrant visa.

SIGNATURES:

Academic Dean or Direct Supervisor: _____ Date: _____

Divisional Executive: _____ Date: _____
