



DEPARTMENTAL REQUEST TO INITIATE LEGAL PERMANENT RESIDENT SPONSORSHIP

Please note that the U.S. Citizenship & Immigration Services and the U.S. Department of Labor require that the foreign national employee, in order to be eligible for a university-sponsored petition for permanent residency, must be in a “permanent” and full time position.

This form is to be completed by the UT Arlington department wishing to initiate a request for U.S. permanent residency. The form must be signed by the following individuals: Department Chair and the Dean. Please submit this form to the International Coordinator for Employment, Campus Box 19569. The Office of Equal Opportunity Services, the Office of Human Resources and/or the Office of the Provost make a preliminary determination as to whether or not the position and the individual qualify for a permanent resident petition and advise the department accordingly.

Please note that to be considered “Permanent”, the employee will ordinarily have an expectation of continued employment unless there is good cause for termination. A temporarily funded position such as a post-doc will not be considered “Permanent”. If a department wishes to sponsor a post-doc employee for Permanent Residency, then the department should reclassify the position as a research assistant or research associate instead of post-doc.

I. Department Information:

UT Arlington Department _____

Department Contact _____

Department Contact Phone _____

Department Contact E-mail _____

Department Contact Fax # _____

II. Employee Information:

Name of Employee _____

Position Title _____

Country of Birth _____

Country of Citizenship _____



Current Immigration Status _____

Expiration Date of Immigration Status _____

Annual Salary _____

Exact Date of UT Arlington Offer Letter to Employee:

Please provide a copy of the job offer letter with this form.

Date of Employee Appointment (when employee actually started work here)

Is the employee in a tenure-track position: Yes _____ No _____

Is the position is not tenure-track, is it full-time and permanent in nature? Provide an explanation of the full-time, permanent nature of the position:

III. Information as to Hiring Process and Position: *Not all cases require this section to be completed, the International Coordinator will advise you as to whether this section is applicable to your department.*

Was a **print** advertisement placed for this position in a national professional journal? _____

If so, identify the name of the journal, the date(s) of publication and issue(s) in which the ad appeared. If more than one print advertisement was placed, please provide this information for each advertisement. Do not abbreviate journal names.

If a print advertisement was placed, the department **MUST** provide this actual advertisement - the advertisement, as it appeared published in the professional journal, should be provided, along with the journal



cover page and table of contents. The whole issue of the journal should be provided if possible. This is preferred over copies.

If it is impossible for the department to locate/order an issue of the journal with the advertisement, then the department **MUST** provide a copy of the advertisement in the journal, with the cover page(s) of the journal issue(s) in which is appeared, along with an official receipt/documentation that the department paid for the placement of the print advertisement and that the advertisement was placed.

List all over recruitment/advertising efforts engaged in to fill this position with dates. Do not abbreviate journal/organization names: _____

IV. Departmental Understanding and Authority

I. Department Chair Certification:

Departmental Statement of Understanding and Cooperation

I understand that sponsorship of an employee for legal permanent residency requires my department, as well as the employee, to assist with the preparation of sponsorship documents. I understand that the Office of Equal Opportunity Services and the International Coordinator for Employment rely upon the statements of my department and the statements of the employee in evaluating and preparing all documents related to the legal permanent residency sponsorship process, including legal attestations made to the federal government on behalf of the University. I understand that the International Coordinator for Employment requires full and timely cooperation from the department in preparing and filing any legal permanent residency related petitions and applications and that any delays on the part of my department in preparing documents will result in a delay in the overall process. I understand that by engaging in the sponsorship process, there is no guarantee that the employee will be granted legal permanent resident status or that the University's application and petition attempts will be successful.

I further attest that the position held by the foreign national is permanent in nature and that the position was filled following established UT Arlington personnel and competitive recruitment procedures.

I request that the International Coordinator for Employment initiate the sponsorship process.

Signature of Department Head

Date

Print Name



II. Dean/Director Approval:

I am in agreement with the Department Chair and request that the International Coordinator for Employment proceed with initial gathering of documentation in order to consider permanent residency on behalf of the above-named employee. I further authorize the Department and the International Coordinator for Employment to go forward with the sponsorship process should the Department make a final decision in support of sponsorship.

Signature of Dean of College/School

Date

Print Name

You may be entitled to know what information UT Arlington collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UT System Administration UTS139. The Law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.