

Request to Initiate Legal Permanent Residency Sponsorship

Overview

- This form is used to request permanent residency (green card). The International Employment Coordinator may complete the green card process internally or send the case to outside counsel.
- The department is responsible for all costs associated with the preparation of the application for permanent residency. The employee is responsible for the adjustment of status process. Contact the International Employment Coordinator at internationalemployment@uta.edu for specifics on costs.
- Tenure, Tenure-Track, and permanent faculty positions have internal pre-approval to begin the lawful permanent residency process. All other positions require approval from the Office of Talent, Culture, and Engagement (TCE).

Department Information

Contact _____ Department _____

Phone _____ Email _____

Employee Information

Name _____ Highest Degree Earned _____

Country of Birth _____ Country of Citizenship _____

Current Immigration Status _____ Current Status End Date _____

Employment Information

Position Title _____ Salary _____

Date of Offer Letter _____ Date Employment Started _____

Position Type: Tenure-Track Full Time Faculty Full Time Research Staff (requires special exception)

Describe the position:

► *If this is for a staff position that has been difficult to fill, contact the International Employment Coordinator at internationalemployment@uta.edu to discuss options.*

Recruitment Process

Was this position advertised? Newspaper Professional Journal Job Board Other

▶ If YES, list dates and the name of the advertisements and send copies of the advertisements to the International Employment Coordinator at internationalemployment@uta.edu.

Authorization

By signing, 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 Talent, Culture, and Engagement relies 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 Office of Talent, Culture, and Engagement 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 University of Texas at Arlington personnel and competitive recruitment procedures. However, legal permanent residency sponsorship is not a University guarantee of continued employment of the beneficiary and does not establish any contract of continued employment between the University and the employee, or a promise of tenure or future employment.

I request that International Employment initiate the sponsorship process.

Department Chair _____

Signature _____

Date _____

Dean or VP _____

Signature _____

Date _____