



REQUEST FOR PERMANENT RESIDENCY SPONSORSHIP

Last Name (of Foreign National)		First		Middle	
Job Title (of Foreign National)	Pay Rate per (Year, Month, Hour)	Hours per Week	FTE		

Length of service with UH in a faculty and/or benefits-eligible, exempt staff position is: _____

Information about the foreign national:

EmplID/PeopleSoft ID: _____	Date of Birth: _____
Immigration Status: _____	Marital Status: _____
Home Address (Street): _____	City, State, Zip: _____
Phone Number: _____	Email Address: _____

Information about the foreign national's department:

Department Name: _____	Mail Code: _____
Beneficiary's Supervisor: _____	Title: _____

Declarations: Complete job description and requirements on second page.

Department Chair and Business Administrator: Please read carefully and fill in spaces before signing

I certify that this request for permanent residency is for the employee identified above and the job described on the reverse side of this form qualifies for this request and the _____ officially requests this sponsorship. I understand that UH is required to pay all of the fees associated with the Labor Certification (PERM) step should this permanent residency require it, and certify that the _____ would be responsible, and guarantees funding, for such fees as well as any other non-PERM step fees that we elect to cover as indicated below. Should our college/department pay any of the fees, we understand that the Office of the General Counsel would assign a qualified immigration attorney to pursue the permanent residency on behalf of UH, our college/department and the aforementioned employee, for UH is not authorized to pay for legal services for attorneys not approved by the Office of the General Counsel.

Coverage of Costs: the _____ *(Check-mark applicable option below):*

- Will not pay any of the non-PERM fees, only the PERM fees if these apply
- Will pay non-PERM fees as long as grand total (including or not PERM fees) does not exceed \$ [Amount]
- Will also pay for non-PERM steps with no limit on total amount

By my signature on this request, I agree to comply with all regulations during the permanent residency process.

_____	_____	_____
Department Business Manager's Name	Signature	Date



_____	_____	_____
Department Head's Name	Signature	Date



_____	_____	_____
College Dean's (or Equivalent's) Name	Signature	Date



Position Referenced in this Request for: _____

List major duties of the position in order of their importance. Include supervising duties. Inflating responsibilities or requirements may result in a prevailing wage that is greater than the salary budgeted for the position.

Job Requirements and Qualifications Required for the Position (Please specify the discipline)

Education (check-mark minimum degree required and indicate the major field of study):

B.A./B.S. M.A./M.S. A.B.D. Ph.D. Other (please list): _____

Major area of study required:

Work Experience (check each item that applies and fill in the applicable spaces):

Experience	Years or Months	Clarifying Comment (if necessary)
None required		
Graduate Assistantship		
Post-Grad Teaching		
Post-Grad Research		
Related Duties		

Specific knowledge, skill, evidence of publications, etc. List any other requirements below.

Please send this form along with the documents listed below to:

**Johanna Valenzuela, Legal Assistant, Office of the General Counsel
and
Casmin Hicks, Immigration Specialist, Office of General Counsel**

Mail Code: 2028

PROVIDE THE FOLLOWING:

- Request for Permanent Residency Sponsorship Form
- Sponsored employee's VITA/Résumé
- Executed employment offer letter (signed by all parties)
- Human Resources position description
- Ad(s) for position and date ad(s) posted- Please make sure to include all ads posted for the position
- H-1B Approval Notice (if applicable)