



Employer-Sponsored Permanent Residency Process

For Staff Approval Form

(Includes Regular PERM, Schedule A, Group II & Outstanding Researcher)

At the time that the department agrees to sponsor a Staff member for employment based Permanent Residency, this form should be completed, approved by the department chair and sent to Diana Garcia Acero in Human Resources at MS 92.

1) Name of Staff Member Seeking Employer Sponsored Permanent Residency:

2) Individual's email address & phone/cell number:

3) Name of Department Chair/Head:

4) Name of Sponsoring Department:

5) Name of Department contact for this case (include email address and phone number):

6) What is the job title and position number of the staff member to be sponsored?

- 7) Are you aware of the Permanent Residency application? YES NO
- 8) Do you support it, and wish to continue with filing? YES NO
- 9) As the Department Chair/Head, do you acknowledge that by sponsoring this person for permanent residency, you are committed, subject to performance and funding, to long-term employment of this person? YES NO

PLEASE NOTE: The regular PERM and Schedule A, Group II processes require a Labor Certification Application (ETA 9089) to be submitted to the Department of Labor (DOL). Once the application is submitted, a DOL email will be sent to the Assistant Vice President, Director of Recruitment/Operations; without having received the information of this form from the department, confirmation cannot be sent back to DOL, and the case will be dismissed.

Fees/Costs:

As the Department Chair/Head, I commit to paying the share of fees associated with the Permanent Residency application as stipulated by law (20 CFR Part 656, DOL) from departmental funds.

10) Department will pay _____ % of the remaining fees/costs associated with the Permanent Residency case.

11) Individual will pay _____ % of the remaining fees/costs associated with the Permanent Residency case.

12) Department will pay or will not pay for dependents. If department will pay for dependents, note how much: _____

These financial commitments have been worked out between the employee and the department and are noted in a written and signed memorandum, which is being held within the department.

Department Chair Approval/Signature: _____ Date: _____

If anything changes that would halt the Permanent Residency process after sending this form, IMMEDIATELY notify

Diana Garcia Acero at dmgarcia@rice.edu.