



Employer-Sponsored Permanent Residency Process For Faculty Approval Form

(Includes PERM Special Handling, PERM Hybrid, Outstanding Researcher/ Professor, & Schedule A, Group II)

- During the process of sponsoring a faculty member for Permanent Residency, the immigration attorney will work with the academic department to obtain necessary information regarding the sponsored faculty member and the faculty position.
- At the time that the department agrees to sponsor the faculty member, 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 Faculty Member Seeking Employer Sponsored Permanent Residency:

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

3) Name of Department Chair/Head:

4) Name of Sponsoring Academic Department:

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

6) What is the job title of the faculty 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 (tenure-track) employment of this person? ☐ YES ☐ NO

PLEASE NOTE: The PERM Special Handling, PERM Hybrid 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 e-mail will be sent to the Assistant Vice President, Director, Recruitment/Operations; without having received the information on this form from the department, confirmation cannot be sent back to the 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.