

This form is to be completed by the NC State department wishing to sponsor the permanent residence process. The completed form, along with a copy of the appointment letter for the sponsored employee, must be submitted to International Employment (IE), Human Resources. IE will make a preliminary determination as to whether or not the position and the individual qualify for permanent residence and advise the department accordingly.

Please note that USCIS and DOL require that the foreign national employee must be in a "permanent" or "indefinite" and full-time position, in order to be eligible for a university-sponsored petition for permanent residency.

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, or a time-limited position, will not be considered "permanent". If a department wishes to sponsor a post-doc employee for permanent residence, the department should reclassify the position.

DEPARTMENT INFORMATION

NC State Department _____ Department Contact _____

Contact Phone Number _____ Contact Email _____

EMPLOYEE INFORMATION

First Name _____ Middle Name _____ Last Name _____

Position Title _____ Annual Salary _____

Country of Birth _____ Country of Citizenship _____

Current Immigration Status _____ Expiration Date of Immigration Status _____

INFORMATION REGARDING TEACHING POSITIONS

NC State Selection Date of Candidate (Date HR confirmed approval of selection) _____

Date Employee Started Work _____ Exact Date of Employment Offer Letter _____

Is this position a Tenure-track Position? Yes No

If the position is NOT tenure-track, please explain why not. _____

Is the position full-time and permanent? Yes No If no, please explain. _____

INFORMATION REGARDING NON-TEACHING POSITIONS

(do NOT complete if you completed the prior section for a teaching position)

Is the position full-time and permanent? Yes No

If no, please explain. _____

SIGNATURES

Department Head Certification:

I hereby certify that the following is true and accurate:

The position held by the foreign national is permanent or indefinite in nature and the position was filled following established NC State personnel procedures.

Department Head

Date

Employee Certification:

I verify that I plan to remain in this position indefinitely and am not currently seeking employment elsewhere. Further, I understand that although the University will make every effort to obtain approval from the USCIS for an immigrant visa on my behalf, I am aware that there is no guarantee that the U.S. Government will grant me permission to reside permanently in the United States.

Employee

Date

Dean/Director Approval:

I am in agreement with the Department Head and request that IE proceed with initial gathering of documentation in order to consider permanent residency on behalf of the above-named employee.

Dean/Director of College/Department

Date

Return completed and signed form along with appointment letter to:

International Employment, Division of Human Resources
Campus Box 7210, Administrative Services II
2711 Sullivan Drive, Raleigh, NC 27695
or Fax: (919) 515-7543