UNIVERSITY of HOUSTON

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 reverse side.

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 Department Requesting Sponsorship 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 Department Paying PERM Fees 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 Department Requesting Sponsorship ***(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: Sponsored Employee's Full Name

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.

Send the following documents to:
Eva Gray, Immigration Specialist, Office of the General Counsel: 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**
- **H-1B Approval Notice (if applicable)**