



## Employer – Sponsored Permanent Residency Request Form

During the process of sponsoring an employee for Permanent Residency, Employee Immigration Services Human Resources and the University-retained immigration attorney will work with the academic department to obtain necessary information regarding the sponsored employee and the position. Before the applicant meets with Employee Immigration Services or the University-retained immigration attorney, this form should be completed, with required signatures and sent to Employee Immigration Service at +4733. If anything changes that would halt the process after sending this form, IMMEDIATELY notify Employee Immigration Services at (330) 972-6583.

Once the Department of Labor (DOL) begins review of this specific case, they will contact Employee Immigration Services via e-mail to confirm the following details. **Confirmation cannot be given by Employee Immigration Services to the DOL unless this information has been relayed via receipt of this form. HR begins the LPR process only AFTER receiving this completed form, with require signatures, and all attachments**

1. DEPARTMENT INFORMATION	
Name of Employee's Immediate Supervisor:	
Department	
Title	
Name of Department Manager	
Telephone number	Facsimile number
2. POSITION INFORMATION	
Employee's Name	
Current position/title	Current Salary
Position/title on which this LPR petition is based:	
Anticipated appointment date	Salary for the anticipated position
(This need not be the current title. We can file a petition for a job that will be a future, but definite, promotion.)	
Please answer <i>yes</i> or <i>no</i> to the following questions about the position on which the LPR petition is based:	
Is this a full-time position? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you anticipate continued funding for this position? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Faculty position:	
Staff position: Has staff position been classified? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the employee meet the minimum qualifications for this position without considering experience gained while employed at The University of Akron? <input type="checkbox"/> Yes <input type="checkbox"/> No	



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3. APPLICANT INFORMATION				
Last Name	First Name		Middle Name	
Date of current visa For period of stay				
	mm/dd/yyyy		mm/dd/yyyy	
Current Visa Type	<input type="checkbox"/> F-1	<input type="checkbox"/> H-1B	<input type="checkbox"/> J-1 Student	<input type="checkbox"/> J-2
	<input type="checkbox"/> F-1 Opt	<input type="checkbox"/> H-4	<input type="checkbox"/> J-1 Scholar	<input type="checkbox"/> Other
	<input type="checkbox"/> F-2		<input type="checkbox"/> J-1 Opt	

### Submit with this application:

1. Attachments: Documentation of existing work authorization status(e.g. H-1B Approval notice , EAD, etc); resume, letter of offer.
2. Copy of job description
3. Statement of the standard (UA) minimum qualifications for the position - not your preferred qualifications.
4. Department's university account number                      for filing and handling fees.

Signature of immediate supervisor \_\_\_\_\_ Date \_\_\_\_\_

Signature of department manager/Chair \_\_\_\_\_ Date \_\_\_\_\_

Signature of Dean \_\_\_\_\_ Date \_\_\_\_\_

Signature of the Appropriate V.P \_\_\_\_\_ Date \_\_\_\_\_

Senior Vice President & Provost \_\_\_\_\_ Date \_\_\_\_\_