

International Student and Scholar Services Permanent Residence Sponsorship Form

Instructions

1. **Department Responsibilities:**
 - Pay the relevant ISSS and USCIS application fees (see #2 and #3)
 - Consult ISSS if you anticipate any material changes to the position such as a change in job duties, location of employment, etc.
 - Commit to “permanent” employment (see #5)
 - For labor certification, provide evidence of recruitment efforts or undertake a recruitment that meets USDOL (U.S. Department of Labor) standards. Consult ISSS on the USDOL requirements.
 - For labor certification, pay at least 100% of the prevailing wage (see #6)
 - For labor certification, post the Posting Notice (see #7 below)
2. **ISSS Fee:** ISSS charges a \$500 for permanent residency services. Upon receipt of this request form ISSS will provide you with instructions for a transfer of funds.
3. **USCIS (U.S. Citizenship & Immigration Services) Fee:** There is no fee for USDOL applications (labor certification). The USCIS fee for Form I-140 is \$715 (this is subject to change). When the petition is ready, you will be asked to enter the transaction in Banner (Vendor ID: DHS), indicating an enclosure, and forward the I number, also indicating an enclosure, to ISSS.
4. **Timing of Applications:**
 - Teaching Faculty Labor Certification: the PERM must be filed within 18 months of the selection of the employee. Please submit all documents as soon as possible after hire.
 - Professional Labor Certification: there is no official deadline, but we should start no later than the 4th year of the employee's H-1B status.
5. **Definition of Permanent:** The indefinite nature of tenured, tenure-track and staff positions is generally not questioned by the USCIS. Research positions or other teaching faculty can be problematic. The Code of Federal Regulations provides the following definition: “Permanent in reference to a research position means either tenured, tenure-track, or for a term of indefinite or unlimited duration, and in which the employee will ordinarily have an expectation of continued employment unless there is good cause for termination.” 8CFR 204.5(i)(2) To sponsor PR for someone that does have a term end date, the department must expect the position to be funded for the foreseeable future with no expectation that the position won't be funded.
6. **Prevailing Wage:** For USDOL applications the salary offered to the prospective employee must be 100% of the prevailing wage as determined by the USDOL or an independent wage survey or the actual wage paid to similar employees. ISSS will obtain the prevailing wage and notify you if there is a problem.
7. **Posting Notice:** For USDOL applications the department is required to post an ISSS provided document in a conspicuous place at the work location for 10 consecutive business days. When ready, ISSS will provide the posting and the posting must be returned to ISSS at the end of the posting period.
8. **Part B:** Part B (Employee Profile) should be completed by the employee. Please obtain Part B and all the necessary attachments before submission to ISSS.

Email or mail the completed Permanent Residence Sponsorship Form (Parts A & B) along with the required attachments to:

Theresa Johnson, Director
International Student and Scholar Services
2200 S. Josephine St., Denver, CO 80208
E-mail: theresa.johnson@du.edu

Permanent Residence Sponsorship Form – Part A
Department Request and Verification (to be completed by hiring unit).

Department making request

Family Name of employee

First Name

Middle Name

Job Title:

Salary:

Full-time

Part-time

If part-time, # of hours per week:

Is this a permanent position (see definition in instructions)?

Yes

No

Is this a new position?

Yes

No

Has there been a layoff in this occupation in the last six months?

Yes

No

Location of employment:

How many workers will the employee supervise?:

What are the titles of those the employee will supervise?:

Title of employee's immediate supervisor:

By submitting this request to begin the employment-based permanent residence process I understand that in cases of labor certification the salary offered must be the higher of 100% of the prevailing wage as determined by the CO Dept. of Labor & Employment or the actual wage paid to all employees in the Department with this job title and with similar qualifications and experience. I also understand that the Department commits to the permanency of this position as defined in the instructions and to paying all applicable ISSS and USCIS fees.

Department Chair Signature

Date

Department Chair Name

Primary ISSS contact in Department

Attach:

- Copies of all advertising (only for teaching faculty)
- Copy of offer letter
- Copy of job description
- Written statement attesting to the employees educational and professional qualifications and academic achievements.
- Part B and all documents from employee

Permanent Residence Sponsorship Form – Part B
Employee Profile (to be completed by employee)

Family Name from your passport

First Name from your passport

Middle Name

Country of birth

City of Birth

Province of Birth

Current Immigration Status (e.g. F-1, J-1, H-1B):

Valid To:

Are you in removal proceedings? Yes No

Has an immigrant petition (Form I-130 or I-140) ever been filed on your behalf? Yes No

Provide details

I certify that the information provided is true and accurate to the best of my knowledge.

Signature

Date

Attach:

- Copy of the ID page(s) of your passport;
- C.V. or resume;
- Diploma and transcripts with translations for the degree that qualifies you for the position (documents must list the field of study);*
- Educational evaluation (if the degree that qualifies you for the position is not from a U.S. or Canadian institution);**
- Copy of your current I-94 record;
- Copy of your most recent U.S. entry visa;
- Copies of all I-797 approval notices if in H-1B status;
- Copies of your I-20 and EAD if in F-1 status;
- Copy of all your DS-2019s and J visa stamps if you were ever in J status.

***Translations:** USCIS requires a line-by-line translation of any document in a language other than English (including Latin). Anyone competent in English and the language of the original document may prepare the translation. However, you may not translate your own documents. This exact language must appear on the translation page(s) for each translated document: "I hereby certify that the above is an exact and accurate translation of the original (type of document) in (language) and I am competent in both English and (language) to render such translation." (signature of translator) and (date).

****Educational Evaluations:** Degrees awarded by non U.S. Institutions must be evaluated for their equivalency to U.S. degrees. You can find an agency at <http://www.naces.org/members>