



## Permanent Residence Request Form

Complete the following information and submit the form to the Dean of the sponsoring department for signature and forward to ISSS. The International Student and Scholar Services (ISSS) will assess the candidate's credentials and current non-immigrant status to determine suitability for University sponsorship for employment-based permanent residence. Upon determination of suitability, the case will be forwarded to an approved law firm for processing. Please note that there is no guarantee that any application will be successful.

Sponsoring Department Information		
School/Dept. Name:		
Department Budget Code Number to be Charged:		
Supervisor's Name:	Email:	Phone:
Main Contact Name:	Email:	Phone:

Employee Information	
Employee's Name	
E-mail Address & Phone	
Position/Title	
Place of Birth	
Country of Citizenship	
Employee's Current Immigration Status	
Initial Employment Date at Stevens	
Date of Job Offer for Qualifying Position	



- Is this a short-term or permanent position? \_\_\_\_\_
- Does the school/department have guaranteed funding for the position for at least three years into the future from the date of submission of this form to ISSS? \_\_\_\_ Yes \_\_\_\_ No
- Has your department had any layoffs in the last 6 months? \_\_\_\_ Yes \_\_\_\_ No

### Sponsoring Authority Attestation

As the hiring authority, I understand and agree to abide by the following conditions and requirements:

- I will notify the ISSS immediately when a sponsored employee terminates employment (either by resignation or dismissal).
- By signing below, the sponsoring school/department acknowledges and agrees to pay all necessary legal and filing fees associated with the preparation and filing of the labor certification, I-140 immigrant visa petition, and adjustment of status application, as outline in this document and the Permanent Residence Process and Procedures.

**Name of Dean/VP:**

**Signature:**

**Date:**

### Legal and Filing Fees

**Sponsoring Department:** As part of the permanent residence application process, the sponsoring department must agree to pay all necessary legal and filing fees associated with the preparation and filing of the labor certification, I-140 immigrant visa petition, and adjustment of status application. Stevens will cover the cost of all necessary legal and filing fees associated with one type of permanent residence application, when an applicant is eligible to file under two different categories.

**The Applicant:** The LPR applicant is responsible for the cost associated with the filing of the adjustment of status application for family members. An applicant for LPR who departs Stevens, including resignation or dismissal, within three years of the attainment of permanent residence will reimburse Stevens for all costs associated with the LPR application process, as allowed by law.

Submit form and supporting documents to:

Jean Lee, Director of ISSS – Howe Center, 9th floor

Phone: 201 216 5189. Fax: 201 216 8333. E-mail: hlee4@stevens.edu