

University of North Carolina at Greensboro
Office of the Provost
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[Http://www.uncg.edu/pvt/immigration](http://www.uncg.edu/pvt/immigration)

University of North Carolina at Greensboro Request for Initiation of a Permanent Residency Process For a UNCG Employee

This form is to be completed by the UNCG department wishing to sponsor a permanent employee for U.S. permanent residency. The form must be signed by the following individuals: Department Head/Director, Dean of the School or College, and the employee. The fully completed form must be sent to the Office of the Provost.

UNCG Department _____
Department Contact _____
Contact Phone _____ Fax _____ Email _____

Name of Employee _____
Position Title _____
UNCG Department (if different from above) _____
Country of Birth _____ Citizenship _____
Current Immigration Status _____ Expiration Date _____
Current Annual Salary _____ Highest Degree Obtained by Foreign National _____

Complete This Section for Teaching Positions:

Date Employment Began _____ Date of Employee's Selection for the position _____
(Mon/Day/Year) (Mon/Day/Year)

Is the employee tenured? Yes ___ No ___

Is this a tenure-track position? Yes ___ No ___ If no, please explain why you think this individual should qualify for University sponsorship for U.S. permanent residency.

Date the employee will be considered for tenure _____

Was this position advertised? Yes ___ No ___ Where and when was the position advertised? **Please list all publications where an advertisement appeared and send a copy of at least one that was printed.**

Complete This Section for Non-Teaching Positions:

Is the employee currently in a permanent position? Yes ___ No ___

If no, is the department planning to offer a permanent, status position to this employee? Yes ___ No ___

Date Employment in permanent position began _____ or date the employee will be offered a permanent position _____.

If this employee is **not in a permanent**, or you do not plan to offer one, please explain why you think he/she should qualify for University sponsorship for U.S. Residency.

Was this position advertised? Yes ___ No ___ Where and when was the position advertised? **Please list all publications where an advertisement appeared and send a copy of at least one.**

Is this position grant-funded? Yes ___ No ___

If yes, please provide a written statement, signed by the Department Head/Director or Principal Investigator describing the expected availability of funding for the next four years.

Complete This Section for ALL Employees

I hereby certify that the following is true and accurate:

The position offered to the foreign national employee is permanent in nature (i.e. expected to last a minimum of four years into the future) and that the position was filled following all established UNCG policies and procedures.

Therefore, I _____
(Name of Department Head/Director)

verify that the position outlined above is considered to be a permanent, status position and that this appointment is consistent with all University regulations and requirements.

(Signature of Head/Director) Date _____

I _____ verify that I plan to remain in this position at the
(Name of Employee)

University of North Carolina at Greensboro indefinitely and am not seeking employment elsewhere. Further, I understand that although the University will make every effort to obtain approval from the Department of Labor and USCIS for an immigrant visa on my behalf, I am fully aware that there is no guarantee that the U.S. Government will grant me permission to reside permanently in the U.S.

(Signature of Employee) Date _____

I hereby verify that I am in agreement with the Department Head/Director or other authorized official and request that the Office of the Provost proceed with the initial gathering of documentation in order to consider an application for permanent residency on behalf of the above-referenced employee.

Dean (Name and Title)

Signature

Date