

North Carolina Central University

Office of International Affairs

PRELIMINARY INFORMATION FOR PERMANENT RESIDENCY SPONSORSHIP FORM

Please note that the USCIS (US Citizenship & Immigration Services) (formerly INS) and DOL (US Department of Labor) require that the foreign national employee, in order to be eligible for a university-sponsored petition for permanent residency, must be in a "permanent" and full-time position. Also note that to be considered "Permanent", the employee will ordinarily have an expectation of continued employment unless there is good cause for termination.

This form is to be completed by the NCCU department wishing to initiate a request for U.S. permanent residency. The form must be signed by the following individuals: Department Head/Director, Employee, and the Academic Dean of the College/School or Vice Chancellor of Research. A written request must be submitted by the Academic Dean or Research Director to the Director of the Office of International Affairs (OIA) for review, along with the justification that includes a comprehensive professional and academic development plan (i.e. current and proposed academic research, sponsored research, teaching and curriculum development) for the faculty member.

The completed form, along with a copy of the appointment letter for the sponsored employee, and written justification must be submitted to the Office of International Affairs (OIA). OIA will make a preliminary determination as to whether or not the position and the individual qualify for a permanent resident petition and advise the department accordingly. After review, it will then be forwarded to the Provost for final approval.

DEPARTMENT INFORMATION

NCCU Department _____ Department Contact _____
Contact Email _____ Phone _____ Fax _____

EMPLOYEE INFORMATION

First Name _____ Middle Name _____ Last Name _____
Position Title _____ Annual Salary _____
Country of Birth _____ Country of Citizenship _____
Current Immigration Status _____ Expiration Date of Immigration Status _____

INFORMATION REGARDING TEACHING POSITIONS

NCCU Selection Date of Candidate (Date HR confirmed approval of selection): _____
Date Employee Started Work _____ Exact Date of Employment Offer Letter _____
Is this position a Tenure-track Position? Yes No

Director of the Office of International Affairs Recommendation:

I am in agreement with the Academic Dean/VC for Research that OIA can proceed with initial gathering of documentation in order to consider permanent residency on behalf of the above-named employee.

Director of the Office of International Affairs
(Please Print)

Signature

Date

Provost Approval:

The request to proceed with initial gathering of documentation in order to consider permanent residency on behalf of the above-named employee **has/has not** been approved.

Provost and Vice Chancellor for Academic Affairs
(Please Print)

Signature

Date