



PERMANENT RESIDENCY (PR) INITIAL REVIEW FORM

To be completed by the foreign national's hiring department

The Center for Global Programs & Services (CGPS) understands that you are interested in pursuing lawful permanent residency status for the employee named below. To begin the PR process, please complete this form in its entirety and return it to CGPS for evaluation. Within 10 business days from the date the form is received, CGPS will contact you with further guidance. Thank you.

Information About the Employee

Name of Foreign National: _____		UD ID: _____
Hiring Department: _____		
Position Title being offered to the foreign national: _____		
Current Immigration Status/Visa Type: _____	Date offer extended to foreign national: _____	

Information About the Position

Position reports to:	
Name: _____	Title: _____
Signature: _____	Date: _____
Current Wage: _____	
Covered by Collective Bargaining Agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Union: _____	

For Academic Positions: Attach a copy of the signed offer letter, UD Jobs advertisement, and the individual's CV.

For Staff Positions: UD staff positions require an exception to policy; attach copies of the **Immigration Policy Waiver Application**, the official job description from Class & Compensation, and the individual's resume.

Has your department had layoffs in the last 6 months? Yes No

For Research Associate and Staff Positions: Does your department have guaranteed funding for the position for **at least three years** into the future from the date of submission of this form to CGPS? Yes No

Legal and Filing Fees

If the Department has agreed to cover legal or filing fees related to the Immigrant Petition (Form I-140) or the employee's Adjustment Application (Form I-485), please specify the agreed-to breakdown of legal and filing fees as between the Department and foreign national below:

- I-140:
 - Legal fees: Department **OR** Foreign National
 - Filing fees: Department **OR** Foreign National
- I-485:
 - Legal fees: Department **OR** Foreign National
 - Filing fees: Department **OR** Foreign National

By signing below, we attest that we have read and understood the Permanent Residency related information on the OISS website, that the Department is willing to support permanent residence sponsorship for the above-named foreign national employee, and that the Department has the necessary funding and agrees to pay the costs associated with the PR process, including re-recruitment if applicable.

Department Chair:

Name: _____

Signature: _____ Date: _____

Administrative Contact *(this person will be the main contact for the PR process):*

Name: _____ Title: _____

Email: _____ Phone: _____