



Request and Authorization for Permanent Residency Sponsorship

Employee Name (as it appears in Passport) _____

Position: _____ **Hire Date:** _____ **College/Dept:** _____

**Excerpts from System Regulations
33.99.09 Employment of Foreign Nationals**

7. PETITIONS FOR PERMANENT RESIDENCY

7.1 Sponsorship for permanent residency is not an entitlement. A system member will only consider sponsoring positions for permanent residency if the positions are eligible for such sponsorship, and it is clearly demonstrated to be in the best interest of the system member to do so.

7.2 Each member will determine in its sole discretion whether to sponsor a foreign national and file an employer-sponsored immigrant status petition.

7.3 Petitions Requiring Sponsorship

7.3.1 Sponsorship of a foreign national for immigrant status (permanent residency) requires an employer to offer either a permanent position or a tenure/tenure-track position.

7.3.2 The head of a hiring department or similar administrative unit, proposing to sponsor a foreign national for immigrant status, is responsible for developing a written justification that clearly explains how the proposed sponsorship is in the system member's best interest because it will meet critical scientific, teaching, public service and/or other needs. In addition, the written justification must address the following:

7.3.2.1 The foreign national has been employed with the sponsoring department for at least one year and has a current overall performance rating of above average or higher;

7.3.2.2 Employment of the foreign national will continue for the foreseeable future;

7.3.2.3 Funding to support the position is in place for a minimum of three years from the date of the written justification, and there is a reasonable expectation that funding for the position will continue for the foreseeable future beyond the initial three-year period; and

7.3.2.4 There is a reasonable expectation that the foreign national employee will remain with the system for a minimum of three years after acquiring permanent residency.

7.3.3 The sponsoring department may further justify waiving the one-year employment requirement for tenured and tenure-track faculty with actual classroom teaching responsibilities that qualify for special handling under the employment based second preference immigrant petition process or otherwise qualify under the employment based first preference immigrant petition process.

7.3.4 The written justification must be approved by the appropriate vice president and dean of a university or the appropriate director and deputy or associate director of an agency.

7.3.5 Each system member will determine in its sole discretion whether to sponsor a foreign national and file an employer-sponsored immigrant status petition.

7.3.6 Each system member is responsible, as the employer, to pay for reasonable and relevant costs and/or fees associated with filing a petition to sponsor a foreign national for immigrant status, including the attorney's fees of Outside Counsel authorized to represent the system, if needed.

7.3.7 The foreign national employee is solely responsible for filing a petition for adjustment of status to permanent resident, including all costs and/or fees.

7.5 Sponsorship of Staff Positions

A staff position may be considered for sponsorship by a member only in exceptional cases when determined to be in the member's best interest. Such cases, however, are expected to be rare and will require additional justification beyond that required in Section 7.3.2.

1. Request and Authorization to Begin the Permanent Residency Process

We, the undersigned, have reviewed System Regulations **33.99.09 Section 7**, pertaining to the Sponsorship of Permanent Residency Status for a Foreign National Employee. A written justification for this request is attached. We hereby authorize the Human Resources Immigration Coordinator to examine the foreign national's credentials; to make appropriate recommendations to TEXAS A&M UNIVERSITY-CORPUS CHRISTI regarding the appropriate Permanent Residency Sponsorship options; and, to proceed in filing the relevant petitions and application to the U.S. Department of Labor and/or U.S. Citizenship and Immigration Service on behalf of the foreign national named below.

Authorization to Sponsor Permanent Residency

(print, signature, date)

Hiring Manager _____

Chair/Director _____

Submit completed form to norma.lozano@tamucc.edu. Question: Ext 2198.

TAMUCC Immigration Services	Recommended Process	Coordinator