



**Recommendation for Permanent Residency Sponsorship**

North Carolina A & T State University will only support a petition for an individual's permanent residency in limited circumstances, as deemed in the best interest for the University. No outside legal counsel may be hired to represent NCA&TSU for employment-based permanent residency petitions. The employee is allowed to secure outside legal counsel for any petition application (i.e. I-485, I-765, or I-131) filed in relation to the University sponsored Form I-140.

Individuals seeking employment-based permanent residence (PR) petitions must be recommended by a North Carolina A & T State University Department Head and Dean, and must have a permanent EPA job in teaching or research within the recommending department. **It is imperative that all parties involved in the recommendation process review the Foreign National Employment Policy to confirm that the position of the prospective permanent resident candidate qualifies for sponsorship or contact the Division of Human Resources for consultation.**

The Provost and Vice Chancellor for Academic Affairs is the authorized administrator for North Carolina A & T State University to approve an employee for permanent residency sponsorship based on employment through the University. There are two types of permanent residency sponsorship for consideration at NCA&TSU: (1) Special Handling Labor Certifications (for teachers only) and (2) First Preference Priority Workers – Outstanding Professors or Researchers. **Departments should never promise sponsorship before hiring, during the interview or after selection for employment. Such promises and/or commitments will not be honored by the University.** Any commitments to sponsor a foreign national employee for permanent residency may not be made without following the below guidelines in accordance to University policy and the approval from the Office of the Provost. The University reserves the right to decline permanent residence sponsorship.

Please note that the United States Citizenship and Immigration Service (USCIS) and Department of Labor (DOL) 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. To be considered “Permanent”, employment must be a period of indefinite or unlimited duration and will ordinarily have an expectation of continued employment unless there is good cause for termination. A temporarily funded position is not considered “permanent”. Postdoctoral positions and other non-permanent positions; e.g. “visiting”, “acting”, “interim”, “temporary”, etc. are not eligible for University-sponsored permanent residency petitions.

**Please complete the following information and submit to the Division of Human Resources (DHR) with the appropriate signatures.** DHR will make an initial assessment of the candidate's current nonimmigrant status and identify eligibility options for an employment-based PR petition. The Department's recommendation documentation along with DHR assessment will be submitted to the Office of the Provost for final review and decision determination.

SECTION I: DEPARTMENT INFORMATION				
School / College	Department Name	Department Dean	Phone	Email
Department Contact	Phone	Email	Fax	Office Location
SECTION II: EMPLOYEE INFORMATION				
First Name	Middle Name	Last (Surname)		Banner ID
Country of Birth	Country of Permanent Residence		Country of Citizenship	
Date of Birth	Current Immigration Status		Expiration Date of Status	
Annual Salary	EPA Status		Tenure Track or Tenured	
	Select item.		Select item.	
SECTION III: POSITION INFORMATION				
Position Number	Position Title / Rank		Position FTE	
Appointment Type	Funding Type	If Grant or Other, Specify Funds End Date		



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<b>SECTION IV: POSITION SELECTION INFORMATION</b>		
Candidate Selection Date	EEO / Affirmative Action Approval Date	Exact Date of Initial Offer Letter
<b>SECTION V: QUESTIONNAIRE</b>		
1. Is the employee's position funding guaranteed for at least three years (or more)?	<input type="checkbox"/> No, explain	<input type="checkbox"/> Yes
2. Does the employee supervise anyone?	<input type="checkbox"/> No	<input type="checkbox"/> Yes, # _____
3. Does the employee have three or more years of teaching experience in academic field (US or Abroad)?	<input type="checkbox"/> No	<input type="checkbox"/> Yes, # _____
4. List employee's total years of research experience in academic field (US or Abroad).		
5. Does the employee's CV exhibit international and national acclaim in his or her academic field of expertise?	<input type="checkbox"/> No	<input type="checkbox"/> Yes, explain
6. Based on the employee's CV, has the employee made significant contributions to his or her academic field of expertise (i.e. patents, awards, peer reviews, etc.)?	<input type="checkbox"/> No	<input type="checkbox"/> Yes, explain
7. Is the employee actively involved in teaching, research and community service? List specific examples (i.e. sponsored projects, grant and contracts; any other contributions made to university, state, country or work of science).	<input type="checkbox"/> No	<input type="checkbox"/> Yes, explain
8. Is this employee an invaluable asset to the University and the worldwide community in his or her academic field of expertise?	<input type="checkbox"/> No	<input type="checkbox"/> Yes, explain
9. Please list any other factors not covered above that you consider relevant to this recommendation.		
<b>SECTION VI: RECOMMENDATION APPROVAL SIGNATURES</b>		
<b>Department Requestor Attestation</b>		
I hereby certify that the information is listed is accurate and true. I further confirm, that the position held by the foreign national employee is permanent in nature and the position was filled by following established NC A&T SU personnel procedures through a competitive recruitment and selection process and in accordance with EEO compliance guidelines. My signature supports the recommendation to sponsor the named employee for permanent residency.		
Department Requestor – Printed Name	Signature	Date
Department Head – Printed Name	Signature	Date
School / College Dean – Printed Name	Signature	Date



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#### **DISCLAIMER / FILING FEE STATEMENT**

The approval by the Office of the Provost does not guarantee a successful outcome for the permanent residency petition filed by the University on behalf of the foreign national employee. Each petition is ultimately subject to the adjudication of government agencies based on their interpretation of the regulations. The department and employee are responsible for providing the required support documentation to complete the PR file. Further, it is the responsibility of the department and foreign national employee to ensure that all documents and information required for petitioning represent true and accurate facts. The department is responsible for paying all Form I-140 fees to support the permanent residence petition filed on behalf of the named employee.

#### **SUBMIT THE FOLLOWING REQUIRED INFORMATION WITH THIS FORM**

- Employee's Updated CV/Resume
- Copy of the Official Appointment Job Offer Letter *(include any subsequent reappointment letters)*
- Copies of Approved EEO Forms related to the Positions Recruitment and Selection Process
- Letter of Justification for PR Sponsorship from Department Head
- Letter of Justification for PR Sponsorship from Dean

Note: The Letter of Justification should be addressed to the Provost and Vice Chancellor for Academic Affairs to support the recommendation of sponsorship request. **Please do not submit any formal letters addressed to the United States Citizenship and Immigration Service until notification of approval for sponsorship has been confirmed by the Division of Human Resources.**

#### ***PLEASE REMEMBER TO ANSWER ALL QUESTIONS AND ACQUIRE ALL SIGNATURES PRIOR TO SUBMISSION***

**The Division of Human Resources (DHR) will acquire the signature of the Provost and Vice Chancellor for Academic Affairs after assessment of the recommendation form and supporting documents. All rights for sponsorship rest with the Office of the Provost. The assessment completed by DHR is to confirm if the employee meets the criteria of one of the categories for sponsorship under NCA&TSU and that the University has all necessary documents to support the actions required to file the petition, as applicable.**

#### **Return completed and signed form along with additional supporting materials to:**

Student and Foreign National Employment Office - Division of Human Resources  
Office Location: 1020 East Wendover Avenue  
*Questions about this form? Please call 336-334-7862*

#### **DHR USE ONLY (REQUIRED REVIEW / ASSESSMENT PRIOR TO PROVOST SIGNATURE)**

After review and verification of the recommendation for permanent residency sponsorship, it is determined that:

- the employee meets the criteria for employment-based sponsorship under the category of:
  - Outstanding Professors or Researchers
  - Special Handling (Teaching Faculty)
- the employee does not currently meet the criteria for either employment-based permanent residence category as sponsored at NC A&T SU (**refer to attached DHR assessment statement**)
- the department is unable to satisfy the PERM Audit File requirement for the Special Handling category to support the University sponsorship on behalf of the named employee (**refer to attached DHR assessment statement**)

#### **OFFICE OF PROVOST USE ONLY (SPONSORSHIP DETERMINATION)**

I have reviewed the recommendation for sponsorship from the department and the HR assessment. Based on my review, the below confirms the decision of this Office.

- Approved – DHR please complete validation to file and initiate the petition process
- Denied

Provost & VC Academic Affairs – Printed Name	Signature	Date