

**REQUEST FOR OUTSIDE IMMIGRATION LEGAL COUNSEL
PERMANENT RESIDENCY PETITION SERVICES**

TO BE COMPLETED BY UTSA EMPLOYING DEPARTMENT

For any question regarding this form, please contact Tanya Orndorff at ext. 7266 or Diane Palomo at ext. 6571
or via email at Tanya.Orndorff@utsa.edu and Diane.Palomo@utsa.edu

Part I. Information about UTSA Department & Permanent Residency Applicant

Permanent Residency Applicant's Name:

_____ Last _____ First _____ Middle

Employing UTSA department:

Other: _____

The employing department point-of-contact (name and title) for any questions regarding paperwork or additional information

Name: _____ **Title:** _____

Telephone: _____ **Contact person email address:** _____

Payment details to be provided by Immigration Legal Counsel.

Part II: Supervisor Information

Name:

Supervisor's job title:

_____ Last _____ First _____

Telephone: _____ **Supervisor email address:** _____

Part III: Permanent Residency Applicant Employment Information: Please attach applicant's résumé/CV

UTSA Handbook of Operating Procedures job eligibility title for permanent residency:

Proposed job title of the permanent resident applicant being sponsored for permanent residency:

If other, please explain:

UTSA campus where the applicant's work will be performed (check all that apply): Main Downtown ITC

The permanent residency applicant's current country of citizenship: _____

Permanent residency applicant's current visa status while in the United States: _____

Current visa expiration date: _____

Have you, or someone else on your behalf, applied for permanent residence in the U.S.? _____

If yes where did you apply? _____ When did you apply? _____

What is the status of that application?

Will the permanent residency applicant be employed:

- as a **permanent full time, tenured or tenure-track teaching position** in the applicant's academic field; or
- as a **permanent full-time researcher position** in the applicant's research field.

If not employed in one of two choices above, please explain how the petitioner will be employed:

Proposed annual salary for permanent residency applicant:

Account number from which applicant's salary will be paid:

By virtue of my signature below, I hereby certify the following conditions of employment:

This job opportunity does not involve unlawful discrimination by race, creed, color, national origin, age, sex, religion, handicap, or citizenship.

This job opportunity's term, condition, and occupational environment are not contrary to Federal, state, local law, and UTSA policy.

- Employing UTSA Department and/or Applicant are responsible for paying outside attorney's legal fees and any federally required USCIS filing fees.

Part IV: UTSA Required Approvals:

Approval of Department Chair

Printed/Typed Name

Signature

Title: _____

Date: _____

Approval of College Dean (or Vice President, if applicable)

Printed/Typed Name

Signature

Title: _____

Date: _____

After approval of Department Chair and College Dean (or Vice President), please send this document to International Scholar Services, MB 1.210.

Email: Tanya.Orndorff@utsa.edu or Diane.Palomo@utsa.edu

Approval of Vice Provost of Global Initiatives, Dr. Lisa Montoya

Signature

Date: _____