

**REQUEST FOR TUFTS UNIVERSITY SPONSORSHIP**  
**US Lawful Permanent Residence (rev 12/2024)**

**Instructions:** To be completed by a hiring unit requesting Tufts University permanent residence ('green card') sponsorship on behalf of an eligible international employee. For more information about US permanent residence sponsorship, go to <https://icenter.tufts.edu/departments/permanent-residents>.

**Requesting Department**

Department / Unit \_\_\_\_\_

Department Chair Name and Title \_\_\_\_\_

School or Division \_\_\_\_\_

Department Manager Name \_\_\_\_\_

**Information about Sponsored Employee**

Employee Name (First, Last) \_\_\_\_\_

Sponsored Position Title \_\_\_\_\_

Sponsored Position Start Date (mm/dd/yyyy) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Date Sponsored Position was Offered (mm/dd/yyyy) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Employee Supervisor Name and Title \_\_\_\_\_

Position Type

- Tenured/ tenure-track teaching faculty
- Non-tenured faculty
- Research, technical, or other administrative staff

Position Duration

- Tenure-track / rolling / indefinite
- Limited contract until (mm/dd/yyyy) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Sponsorship only possible for limited contracts positions that plan to be continually renewed

Does the employee currently hold the sponsored position? \_\_\_\_\_ Yes \_\_\_\_\_ No

Employee's current visa type, if known \_\_\_\_\_

Employee's current immigration status expiration date (mm/dd/yyyy) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Is the position funded (salaried) through external sources? \_\_\_\_\_ Yes\* \_\_\_\_\_ No

\*Sponsored positions should be securely funded for at least three years into the future from the initiation of sponsorship procedures. If externally funded, please provide explanation of external funding, expiration dates, and any commitment to continue funding the position past expiration below:

## **Fees & Cost Sharing**

The cost of permanent residence sponsorship depends on the sponsorship eligibility category (to be determined upon initial review) and case complexity, and involves immigration attorney fees, U.S. federal government filing fees, and other fees such as recruitment costs, record-keeping and administrative costs, mailing fees, translation fees, and other incidental expenses. Below is a summary of the primary steps and estimated costs for each. More information can be found on <https://icenter.tufts.edu/departments/permanent-residents>.

- 1) **PERM Labor Certification and Recruitment Costs:** Costs related to PERM must be paid for by the department, and cannot be passed to the employee via contribution or salary reduction. The PERM process is required for most permanent residency processes unless an employee qualifies for a first preference category due to outstanding achievement in their field or a second preference with a National Interest Waiver. The estimated costs for this portion of the process range from \$3000-\$5000 depending on the position. Additional costs may be incurred if a labor market test, involving advertising, is required.
  
- 2) **Form I-140 Petition for Immigrant Worker:** Beginning March 2025, Tufts University departments will be responsible for all fees related to the Form I-140, except for premium processing fees (except when required for the employee to continue work or covered by a school's pre-existing sponsorship policy). This portion of the process is required for all permanent residency petitions, although the cost varies depending on the permanent residency eligibility category. The estimated costs the for EB-2 PERM eligibility category is \$1500-\$2500, including filing fees. Estimated costs for this step for the EB-1B category are \$4500-\$5500, including filing fees (Note: prior PERM step not required for this category). The optional government premium processing fee is \$2805.

Optional premium processing:

- 3) **I-485 Application to Adjust Status:** The individual employee is generally responsible for attorney and filing fees to adjust their immigration status within the United States. Tenure-track employees in certain schools may be eligible for a capped contribution towards these fees based on school-based sponsorship policies. The estimated costs for this step range from approximately \$3000 for the employee, not including costs for any dependent family members, which are always the responsibility of the employee.

Adjustment of status contribution:

Amount (if capped):

## **Authorizations and Approvals**

*I certify that sponsorship for this employee has been approved and that the aforementioned costs, including incidental fees, will be covered by the department or school. I authorize the International Center to retain immigration counsel on behalf of the department.*

Department Chair

Date (mm/dd/yyyy)

School Dean/VP

Date (mm/dd/yyyy)

*The Dean or VP of the employee's school / division may delegate signatory responsibility to an Executive Administrative Dean or the equivalent.*

**Employee Attestation**

*I have reviewed the aforementioned employer contributions and authorize the International Center to open a case for permanent residency on my behalf with Tufts-approved immigration counsel.*

Employee

Date (mm/dd/yyyy)

**Sponsorship Coordinator**

The hiring unit is responsible for designating a department manager responsible for coordinating all department related processes relating to sponsorship, including collection of recruitment history and materials, communication with the department chair and/or deans regarding position details and descriptions, and payment of immigration invoices. Please designate the individual who will serve in this role

Coordinator Name and Title

Coordinator Email

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**International Center Use Only**

Case Manager

Date Received

Assigned Attorney

Date Referred

Recommended Sponsorship Category: