

**REQUEST FOR TUFTS UNIVERSITY SPONSORSHIP
US Lawful Permanent Residence (rev 12/2022)**

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) _____ / _____ / _____

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

If yes, attach a separate sheet detailing funding sources and source expiration dates. In general, sponsored positions should be securely funded for at least three years into the future from the initiation of sponsorship procedures. In the explanation, provide details regarding the commitment to continue funding the position past the expiration of any external funding sources.

Sponsorship Fees and Cost-Sharing

The overall cost of permanent residence sponsorship involves immigration attorney fee, US federal government filing fees, and other fees such as recruitment costs, record-keeping and administrative costs, mailing fees, translation fees, and other incidental expenses. These fees may be incurred for (1) the PERM labor certification, which is required in most but not all sponsorship cases; (2) Form I-140 Petition for Immigrant Worker; and (3) Form I-485 Application to Adjust Status.

Fees and related costs are usually a shared responsibility between the University and the sponsored employee. Note: tenure-track faculty in the School of Arts & Sciences and School of Engineering are covered by a pre-existing sponsorship policy. Coverage for employees in other positions / schools are made on a case-by-case basis and is subject to Dean or VP level approval.

To ensure clarity regarding fee coverage and cost-share responsibilities, please read through the following below and INITIAL each line and complete where needed. By initialing, the department acknowledges its understanding and compliance regarding fee coverage and cost-sharing for the sponsored employee.

_____ **PERM Labor Certification and Recruitment Costs.** The department is responsible for assuming all costs relating to the preparation and filing of the PERM labor certification, if needed (typical cost is approximately \$3000 – \$5000, depending on the position). The PERM labor certification may also require a labor market test, involving advertising the position in different venues for specific periods of time. No costs relating to the PERM labor certification may be passed to the employee, either through direct employee contribution or through salary reductions.

_____ **Form I-140 Petition for Immigrant Worker.** The department is responsible for attorney preparation and US Homeland Security filing fees and premium processing fees for tenure-track faculty. Fee coverage for other positions is based on individual school policy and is subject to the approval of a Dean or VP. Please indicate which items the department will cover (check any / all that apply):

- Attorney fees (approximately \$2,000-\$3,000)
- US government I-140 filing fee (currently \$700)
- US government premium processing fee (currently \$2,500.00)

_____ **Form I-485 Application to Adjust Status.** The individual employee is responsible for attorney fees (approximately \$2,500) and US government filing fees and related fees (approximately \$2,000) for the Form I-485 Application. Tenure-track employees in certain schools may be eligible for a capped contribution toward these fees – please contact the International Center. If the department is providing a capped contribution, please indicate amount below. The department is obligated to inform the employee of its contribution, if any, to the I-485 application for Adjustment.

- Department contribution to I-485, if any: \$ _____

_____ **Dependent Family Members.** The department will inform the employee that the immigration costs of any dependent family members included in the sponsorship process are the responsibility of the individual employee and will not be covered by the University.

In individual cases, actual fees may be higher due to exceptional circumstances, such as US Department of Labor or Homeland Security audits, requests for information, or other unique

circumstances. The International Center will work with individual sponsoring schools and units in the event these exceptional fees are incurred.

Sponsorship Manager and 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 _____

Authorizations and Approvals

The form must be signed by the individuals indicated below in order for a sponsorship case to be initiated. Once a completed and signed request form is returned to the International Center, the International Center will open a sponsorship file with a University-approved immigration attorney hired to manage the sponsorship case. Any sponsorship case requires the use of an attorney approved by the International Center for the individual employee.

Department Chair _____ Date (mm/dd/yyyy) _____

Department Chair Name _____

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.

Attachments: Attach a copy of the employee's CV and (if available) offer letter to this request.

International Center Use Only

Case Manager _____ Date Received _____

Assigned Attorney _____ Date Referred _____

Current Status and Expiration Date _____

Notes: