

The Wichita State University (WSU) department wishing to sponsor the Lawful Permanent Residence (LPR) process must complete this form.

Please note that United States Citizenship and Immigration Services (USCIS) and Department of Labor (DOL) require that the foreign national employee must be in a "permanent" or "indefinite" and full-time position, in order to be eligible for a university-sponsored petition for LPR. WSU requires that employees are in a full-time position for two years before consideration will be made for LPR sponsorship.

Please note that to be considered "permanent"; the employee will ordinarily have an expectation of continued employment unless there is good cause for termination. A temporarily funded position such as a post-doc, or a time-limited position, is not considered "permanent". If a department wishes to sponsor a post-doc employee for LPR, the department should reclassify the position.

## **DEPARTMENT INFORMATION**

Wichita State Department	Department Contact
Contact Email	Contact Phone Number
Is the department willing to pay the cost of sponsorship of the employe	e for LPR? Yes No

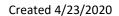
## **EMPLOYEE INFORMATION**

First Name	Middle Name	Last Name
WSUID	Email Address	
Position Title		Annual Salary
Country of Birth		Country of Citizenship
Dates of Full Time Employment: From	n	То
Current Visa Status		_ Expiration
Is the position full-time and permanent?	Yes No	
If no, please explain.		

## INFORMATION REGARDING TEACHING POSITIONS

#### \*\*Do <u>NOT</u> complete if the position is <u>non-teaching</u>)

Date Employee Started Work	Exact Date of Employment Offer Letter	
Is this position a Tenure-Track Position?	Yes	No
If no, please explain		



# **Initiation of Lawful Permanent Residence**

## SIGNATURES

### **Employee Certification:**

I verify that I plan to remain in this position indefinitely and am not currently seeking employment elsewhere. Further, I understand that although WSU will make every effort to obtain approval from the USCIS for an immigrant visa on my behalf, I am aware that there is no guarantee that the U.S. Government will grand me permission to reside permanently in the United States.

 Employee
 Date

 Director or Department Chair:

 I hereby certify that the following is true and accurate:

 The position held by the foreign national is permanent or indefinite in nature and the position was filled following the established WSU personnel procedures.

 Director/Department Chair
 Date

 Vice President or Dean Approval:

 I am in agreement with the Director/Department Chair and request that WSU proceed with the process to consider permanent residency on behalf of the above-named employee.

 Vice President/Dean
 Date

### Office of the Provost Approval:

I am in agreement with the Vice President/Dean.

Provost \_\_\_\_\_ Date \_\_\_\_\_

