**DEPARTMENT AUTHORIZATION FORM FOR PERMANENT RESIDENCY SPONSORSHIP**

At Idaho State University faculty and scholars generally obtain Permanent Residency in the United States through the mechanisms of sponsored employment-based immigration. However, sponsorship of a foreign national for immigrant status (permanent residency) is not an entitlement and should not be initiated unless it is clearly demonstrated to be in the best interest of Idaho State University, and the position is eligible for such sponsorship.

By signing this form, the Department Head/Chair is representing that it is in the best interest of Idaho State University to sponsor the foreign national employee through the appropriate immigrant petition process based on **a permanent job offer or a tenure or tenure-track job offer**. The execution of this form authorizes the Office of Equity and Inclusion (OEI) to review the foreign national’s C.V. and make appropriate administrative recommendations to the Department Head/Chair, including which immigrant petition process is best suited to the specific circumstances. The sponsored immigrant process **should not be started** without the Department Head/Chair first obtaining the OEI review.

**Department’s Authorization**

Dept. Dean (Print Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign & Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor/PI (Print Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign & Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept. Chair/Head (Print Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sign & Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

UPO (Print Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign & Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept. Contact (Print Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sign & Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of sponsored employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did a competitive recruitment and selection process take place for this position? ⁯Yes⁯ No Was it advertised in written hard copy print in a national professional journal? ⁯Yes ⁯ No

If yes, When \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_? Where\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

Is this position grant funded? ⁯Yes ⁯No

For how long has the department had the grant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will the grant be renewed? ⁯Yes ⁯ No

If yes for how many years? \_\_\_\_\_\_\_\_\_\_

**NOTE:** Please forward this form to OEI along with a copy of the Foreign National’s detailed and up-dated C.V, the I-140 Immigrant Questionnaire, and the approved written justification. Do not forward any other documentation at this time. OEI will examine the documentation and contact the department. OEI cannot recommend on the I-485 Adjustment of Status process because Idaho State University is not the petitioner.

**FOR OFFICE OF EQUITY AND INCLUSION USE ONLY**

Per the hiring department’s request, OEI has reviewed the C.V. of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

OEI recommends that the permanent resident process be pursued under the immigrant category indicated below. OEI administrative recommendation does not constitute a legal opinion or recommendation nor should it be interpreted as such.

Employment Based First Preference

⁯ Extraordinary Ability

⁯ Outstanding Professor/Researcher

⁯Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment Based Second Preference

⁯ Special Handling

⁯ Regular Alien Labor Certification (See attached instructions)

**OEI COMMENTS**:

Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:** A private attorney must not be engaged to represent Idaho State University in any

Immigrant petition or application unless approved by the Office of General Counsel. However, this does not prevent a foreign national employee from retaining individual counsel to obtain his or her own legal advice or representation. Legal opinions obtained by the foreign national employee, from immigration attorneys, regarding the foreign national’s qualification under a specific immigrant category are not binding on Idaho State University.