



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 employee 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 _____ To _____

Current Visa Status _____ Expiration _____

Is the position full-time and permanent? Yes No

If no, please explain. _____

INFORMATION REGARDING TEACHING POSITIONS

**Do NOT complete if the position is non-teaching)

Date Employee Started Work _____ Exact Date of Employment Offer Letter _____

Is this position a Tenure-Track Position? Yes No

If no, please explain. _____



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 grant 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 _____