

**George Mason University**  
**Office of International Programs and Services**  
**Initiation of Permanent Residency for Tenure Track Full Time Employees**

Who should complete this form: This form should be initiated and completed by the university department intending to sponsor the petition for the named employee. Please note that the Departments of Homeland Security and Labor require that the foreign national employee, in order to be eligible for a university-sponsored petition for permanent residency, hold a permanent and full-time position. 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 will not be considered permanent.

General background: The process for sponsorship of permanent residency has two steps: first, the labor certification (if needed), and second, the application. Any employment-based immigration petitions sponsored by George Mason University must be handled by the law firm designated by the Attorney General of Virginia. A non-immigrant employee cannot initiate the sponsorship process; it must be done by the sponsoring department. After this form is submitted, the Office of International Programs & Services will review the information and assist the department in gathering anything else that is needed prior to making the referral to the outside attorneys.

Cost: OIPS does not charge for its services to departments associated with employment-based immigration. However, attorney fees and filing fees must be paid once the formal process begins. **Attorney fees** for labor certification are estimated at **\$2,000** and must be paid by the university department sponsoring the petition. There is no filing fee for the labor certification. **Additional attorney and filing fees are estimated between \$3000 - \$5,000. Filing fees are usually paid by the employee and attorney fees by the department, or a combination.** The university general counsel recommends that if the department agrees to pay any of these fees, it do so on the condition that the employee remains employed with the university for **a period of three years** following approval of the petition or, if not, that a repayment schedule be arranged. The fees are determined by outside counsel and USCIS and the estimates provided here are subject to change.

How to complete this form: All information requested on this form is needed to begin the internal process, prior to the referral to outside counsel. Once completed, the form must be signed by the following individuals: Department Head, Employee, and the Dean of the College/School. Once completed, **submit the form and all attachments to the Office of International Programs and Services, 4C3.**

What to attach: Please submit the form with all of the following: current position description; position description used in advertising for the position (if different); official offer letter; list of print and electronic advertising sources, and the payment agreement between employer and employee. Please describe who will pay for legal fees and that the employee understands that they will pay all filing fees to the attorney and may or may not get reimbursement for those filing fees.

What happens next: OIPS will make a preliminary determination as to whether or not the position and the individual qualify for a permanent resident petition and advise the department accordingly. The department will be advised what steps to take after the internal process is complete.

**Department Information:**

University Department \_\_\_\_\_

Department Contact \_\_\_\_\_

Department Contact Phone \_\_\_\_\_

Department Contact E-mail \_\_\_\_\_

Department Contact Fax # \_\_\_\_\_

**I. Employee Information:**

Name of Employee \_\_\_\_\_

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

Country of Birth \_\_\_\_\_

Country of Citizenship \_\_\_\_\_

Current Immigration Status and Expiration Date \_\_\_\_\_

Annual Salary \_\_\_\_\_

**II. Information regarding position:**

GMU Selection Date of Candidate (Date HR confirmed approval of selection) \_\_\_\_\_

Date Employee Started Work \_\_\_\_\_

Exact Date of Employment Offer Letter \_\_\_\_\_

Please confirm that the position is both full-time and permanent. Explain if necessary. \_\_\_\_\_

\_\_\_\_\_

This position is      Teaching                  Research                  Explain if necessary. \_\_\_\_\_

\_\_\_\_\_

**Please confirm**

The position      does                  does not      require a doctorate

The position      does                  does not      involve regular teaching duties

**Please indicate how this employee was selected:**

Formal national search by search committee

Limited (local/on-campus) search

No search/other

If search was limited or if there was no search, please explain:

\_\_\_\_\_

\_\_\_\_\_

**Please complete signatures below and then attach a letter of support detailing how fees will be paid and information of the contact person for fee payment.**

---

**III. Department Head Certification:**

I hereby certify that the following is true and accurate:

The position held by the foreign national is permanent in nature and the position was filled following established university and State of Virginia personnel procedures. I understand that the department can pay up to \$5,000 legal fees for the processing of this petition, and that the outcome is not guaranteed.

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

**IV. Employee Certification:**

I verify that I plan to remain in this position indefinitely and am not currently seeking employment elsewhere. I understand that I may bear some of the cost involved in this petition, not including the cost of the labor certification. Further, I understand that although the University will make every effort to obtain approval from the USCIS for an immigrant visa on my behalf, I am aware that the outcome is determined by USCIS and is not guaranteed.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**V. Dean/Director Approval:**

I am in agreement with the Department Head and request that OIPS proceed with initial gathering of documentation in order to consider permanent residency on behalf of the above-named employee.

\_\_\_\_\_  
Signature of Dean of College/School

\_\_\_\_\_  
Date

**VI. Employee/George Mason University Commitment Agreement**

*I certify that I will remain with George Mason University for not less than a period of three (3) calendar years from the time my Permanent Residency Petition is approved or I agree to pay all costs paid by George Mason University to obtain Permanent Residency if I choose to leave their employ before the end of said time period.*

**X**

\_\_\_\_\_  
Employee Signature and Date