

University of Illinois at Springfield

International Programs

Human Resources Building, Room 52

One University Plaza, MS HRB 52

Springfield, Illinois 62703-5407

Phone: (217) 206-8319/ Fax: 206-6679/ E-mail: intprog@uis.edu

**REQUEST FOR INITIATION OF H1 VISA AND PERMANENT RESIDENCE
PROCESS**

This college requests that International Programs (IP) begin procedures for applying for an H1 visa and, subsequently, permanent residency for the employee named below.

Employee's Name: _____

Employee's campus address (if known): _____

Employee's mailing address: _____

E-mail address: _____

Country/province/city of birth: _____/_____/_____

Country of citizenship: _____

Current immigration status: _____

Expiration date of status: _____

Has employee at any time been in J-1 status? _____

Department name: _____

Contact person: _____

Campus address: _____

Mail Code: _____

Phone: _____

Title of permanent position: _____

Job title of immediate supervisor: _____

Annual rate of pay: \$_____ (Please attach a copy of the job offer letter).

Job description (must include teaching duties). Make description generic by not using alien's name or saying "he" or "she": _____

Is employee currently in the position: Yes No

Type of position (check one):

Teaching position:

Non-teaching position:

(Attach a brief written statement, signed by the department head, describing expected availability of funding for this position for five years).

Was position filled pursuant to a search? Yes No

If yes, date of offer letter to employee: _____

If yes, was ad posted in print in a national publication? Yes No

Name of national professional journal(s) in which ad appeared (list primary publication first):

Date of Journal in which ad appeared: _____

Describe additional recruitment conducted (e.g., other journals, newspapers, web postings, etc.).

Minimum educational requirements for the position:

- Degree: Ph.D.
 M.S.
 M.A.
 Other: _____

Major field(s) acceptable for the position: _____

Required years experience (normally 0 for assistant professors): _____

Number of other employees to be supervised (if any): _____

Is knowledge of a foreign language required? Yes. Language _____
 No.

In order to apply for permanent residency UIS needs to demonstrate that the position offered to a foreign national is permanent, the equivalent of a tenure track line position and that the recruitment for the position was competitive and consistent with UIS policy.

I, _____, certify that to the best of my
(print name of Department Head/College Dean)

knowledge both the position and the employee are considered to be permanent and that this appointment is consistent with UIS policy.

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Signature of Department Head/College Dean

Date