



PROCEDURE FOR OBTAINING PERMANENT RESIDENCE FOR FOREIGN STAFF MEMBERS

Attachment I

University of Illinois at Urbana-Champaign

International Faculty and Staff Affairs International Programs and Studies

308 International Studies Building, MC-480 910 South Fifth Street Champaign, IL 61820 USA 217 333-8225 217 244-2525 fax

REQUEST FOR INITIATION OF PERMANENT RESIDENCE PROCEDURE

This department requests that International Faculty and Staff Affairs begin permanent resident procedures for the employee named below.

Name of employee: _____

Title of permanent position: _____

Country of birth: _____

Salary offered: _____

Department name: _____

Department secretary/contact: _____

Campus address: _____

Phone: _____

For Teaching Position:

Date of offer letter to alien: _____

Is the employee currently in a tenure-track position at UIUC? _____

If yes, has the department evaluated this employee after a trial period and decided to make a permanent commitment of the tenure-track position to him/her? _____

For Non-Teaching Position:

Is the employee currently in the permanent position at UIUC? _____

Date employment in permanent position began: _____

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

According to Urbana-Champaign regulations as stated in the Campus Administrative Manual, Section IX/A - 4 dated June 21, 1996:

1. "The position offered the alien must be permanent, the equivalent of a tenure-track line position."
2. "The position must be filled following established UIUC procedures (e.g., Affirmative Action guidelines)."

I, _____, certify that to the best
(print name of department head)
of my knowledge the position and the person in question are considered to be permanent and that this appointment is consistent with UIUC regulations as stated in the Campus Administrative Manual.

Signature of Department Head

Date

I, _____, certify that I plan to
(print name of alien)
remain in this position indefinitely and am not currently planning to seek employment elsewhere.

Signature of Alien

Date

THIS DOCUMENT IS FOR OUR FILES BUT COULD POSSIBLY BE PROVIDED TO THE U.S. IMMIGRATION SERVICE.

STOP AT THIS POINT AND RETURN THIS FORM TO INTERNATIONAL FACULTY AND STAFF AFFAIRS, 311 INTERNATIONAL STUDIES BUILDING, MC-480. WE WILL OBTAIN THE FINAL SIGNATURE

Associate Vice Chancellor and Director, Academic Human Resources

Date