

PERMANENT RESIDENCY PACKET

FOR TEACHING FACULTY, AN INTERNATIONALLY RECOGNIZED TENURED OR TENURE-TRACK TEACHER, OR AN INTERNATIONALLY RECOGNIZED RESEARCHER IN A PERMANENT POSITION¹

THIS PACKET CONTAINS THE FOLLOWING FORMS:

- Department request for Permanent Residency Filing
- HR-CIS Service Fee Sheet
- Department Questionnaire
- Employee Information
- Employee Checklist

The Department is responsible for completing all “Department” forms and providing the required supporting documents. The Employee is responsible for completing all “Employee” forms and providing the relevant supporting documents. Answer all questions, even if the answer is “N/A or None”.

Only HR-CIS has the authority to sign U.S. Permanent Residency immigration documents on behalf of the University. Any requests by outside counsel for department signatures on immigration forms should be immediately forwarded to HR-CIS.

Please note that an individual should maintain their non-immigrant H1b visa until the individual obtains Permanent Residency.

The entire Permanent Residency packet must be completed and signed by the Dean’s Office and forwarded to HR-CIS. If you have any questions about the forms or the checklists, please contact:

Compliance & Immigration Services
914 Emmet Street – Michie South
P.O. Box 400127
Ph: 434-243-2031
Email: mrb9b@virginia.edu

Glossary of Abbreviation:

DHS: Department of Homeland Security

USCIS: United States Citizenship & Immigration Services (a bureau of DHS)

HR-CIS: Compliance & Immigration Services (a division of UVA Human Resources)

¹ Post-Doctoral Fellowships and Research Associate positions are not considered permanent and are not eligible for sponsorship by the University.

Employee Name: _____

Department Name: _____

Dept. Contact Name/Number: _____

Dept. P.O. Box: _____

Type of Filing: _____

HR-CIS Processing Fee (I-140/PERM) \$ 2,750.00

HR-CIS Expedited Service Fee: \$ 800 (Optional)

USCIS I-140 Fee: \$ 2,110.00

TOTAL FEES DUE: \$ _____

PTARO TO BE CHARGED: _____

Supervisor Name, Signature & Date: _____

Chair Name, Signature & Date: _____

FILING FEE STRUCTURES

EMPLOYMENT BASED PERMANENT RESIDENCE FILING FEES

SERVICE	USCIS/DOL FILING FEE(S)	HR-CIS PROCESSING FEE
PERM	N/A	\$2,750.00
I-140	\$2,110	N/A

TOTAL FEES FOR PERM: $\$2,750 + \$2,110 = \$4,860.00$

Please add \$800.00 HRCIS expedited fee for urgent cases

DEPARTMENT QUESTIONNAIRE

Contact name, number & Email	
Employee name	
Job title (employee)	
Academic degree required for position	
Brief, non-technical description of duties	
Work site address & P.O. Box number	
Annual Salary or Hourly Wage rate	
Was employee provided a written offer of employment? If "Yes", on what date was the offer letter written	
Is this a teaching position	

EMPLOYEE INFORMATION – PERMANENT RESIDENCE

Name	
Home address & Phone number	
All other names used	
Email address	
Date of birth	
Country of birth	
Country of citizenship	
City/province of birth	
Social security number	
'A' number (if any)	
Passport number	
Passport issue number	
Passport Expiration date	
Date of Last Arrival in USA (mm/dd/yyyy)	
Current Visa status	
Foreign address	
Exact dates of employment at each position (including current position) use mm/dd/yyyy format	
Are you currently in Removal Proceedings?	

Employee Signature: _____

Date: _____

EMPLOYEE CHECKLIST

Documents to attach

_____ Curriculum Vitae

_____ Passport ID page with dates of any extensions (color preferred & w/enlarged copy)

_____ Evidence of current status and any other status held (i.e. H-1B; H-4; O-1; I-20 for F-1 status; EAD (work authorization); DS-2019 for J-1 status; J-1 Waiver of 212E (home residency requirement issued by DOS and USCIS)); other USCIS notifications (i.e. approved/denied green card petitions)

_____ I-94 (front/back, color preferred & w/enlarged copy)

_____ VISA (front/back, color preferred & w/enlarged copy)

_____ Country/National identification card (front/back, color preferred & w/enlarged copy) – if available

_____ Degree/Equivalency