**Request to Petition for Employment Based Legal Permanent Residency**

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| **Section A. Employee Information** |
| **Name** *(last, first, middle)* |  |
| **Country of Citizenship** |  |
| **Current Visa Status** |  | **Current Visa Status End Date** *(mm/dd/yy)* |  |

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| **Section B. Employment Information** |
| **Sponsoring Department** *(name, no.)* |  |
| **Position Title** |  | **Business/Working Title** |  |
| **Hire Date** *(mm/dd/yy)* |  | **End Date** *(if applicable)* |  |
| **Base Salary** *(annual)* |  | **Miscellaneous Earnings** |  |
| **Supervisor Name** |  | **Supervisor Email** |  |
| **Department Head Name** |  | **Department Head Email** |  |
| **HCS Liaison Name** |  | **HCS Liaison Email** |  |

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| **Section C. Teaching Positions Only** *(for staff, continue to section D)* |
| Listing of national journals/websites where the position was advertised |  |
| **Additional attachments needed:*** Copy of the advertisement used in the recruitment
* Copy of the offer letter
* Employee’s CV
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| **Section D. Staff Positions Only (for teaching positions, complete section C)** |
| How many minimally qualified applicants applied for the position in the initial search? |  |
| Are there particular skills or experience that would make the position hard to fill in a new recruitment? If yes, please describe. | Yes | No |
|  |  |  |
| Which of the above-mentioned skills did the employee learn on the job in his/her current position? |
| Is the employee likely to receive a promotion in the near future? *(circle)* | Yes | No |
| Do you anticipate any layoffs or contract non-renewals within the department or applicable unit in the next 6-12 months? *(circle)* | Yes | No |

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| **ISSS Use Only** |
| **Request Status** | Approved | Declined | Deferred |
| **Notes** |
| **Reviewed by** *(print)* |  | **Date** *(mm/dd/yy)* |  |
| **Reviewed by** *(signature)* |  |