

Notification of Intent to Sponsor Employee for Employment-Based Visa/Permanent Resident Status

This form serves as verification that Winthrop University intends to sponsor the individual listed below for one of the following employment-based immigration statuses:

Status: (Please check one) H-1B Permanent Residency (PR) TN Other _____

Hiring Department:
 Department: _____
 Department Chair/Hiring Authority Name: _____
 College: CBA CAS CVP COE Athletics Other _____
 Phone: _____ Email: _____

H-1B/PR: Departments and Colleges need to be aware of the following items when requesting H-1B/PR status for a prospective employee. Please read and initial each item indicating you understand and agree with the requirements.

_____ H-1B: Maximum initial period of employment is three full years and the status may be renewed for an aggregate total of six full years.

_____ H-1B: Should you need to terminate this employee prior to the expiration of H-1B status, the department will be responsible for reasonable costs of transportation for the employee back to their last place of foreign residence.

_____ PR: Winthrop will consider sponsorship request for PR for faculty members whose positions are full-time, permanent in nature, and tenure-track. Special circumstances may be considered with the prior approval of the Executive VP for Academic Affairs/Office of the President.

Department Chair/Hiring Authority Signature: _____ Date: _____

To be completed by the Department Chair/Hiring Department:

Sponsored Employee's Last Name:		Sponsored Employee's First Name:	
Country of Citizenship:	Country of Legal Permanent Residency:	Current Immigration Status:	
Sponsoring Department:	Job Title:	Department Chair/Dean:	
Date of Initial Job Offer Letter (mm/dd/year):	Is this job a permanent appointment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the position a grant funded position? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Certification of Dept. Chair, Dean, Executive VP for Academic Affairs/Office of the President, HR, and International Center:

I support the request to consider an application for an employment-based visa or permanent residence status on behalf of this employee:

_____	_____	_____
<i>College Dean Name</i>	<i>Signature</i>	<i>Date</i>
_____	_____	_____
<i>Exec. VP for Acad. Affairs/Office of Pres. Name</i>	<i>Signature</i>	<i>Date</i>
_____	_____	_____
<i>Representative of HR Name</i>	<i>Signature</i>	<i>Date</i>
_____	_____	_____
<i>Representative of Intl. Centers Name</i>	<i>Signature</i>	<i>Date</i>

After all signatures are obtained, please return completed form to the International Center C/O Lindsey Hill located in 218 Dinkins Hall.