



PR Process Authorization Form

- ➔ Please email completed form to icfacultystaff@umich.edu
- ➔ Please review UM green card sponsorship policy and request process [here](#)

Request for: Instructional Faculty/ Librarian
 Research Faculty → position includes teaching duties: yes/ no
 Staff position (with teaching duties)

Sponsoring Department: _____ Department Administrator: _____

Administrator Email Address: _____ Administrator Phone Number: _____

Department Group (School, College or other higher-level organization): _____

Employee's Name: _____ UMID: _____
Last First Middle

Employee's E-mail Address: _____

Position title for which sponsorship is sought: _____

For Instructional Faculty, Librarians and staff/Research Faculty positions with teaching duties

Which of the following ads were placed to recruit for the position: paper ad in professional journal
 30-day ad in online professional journal
 neither

Name of the journal(s): _____

Date of issuance of the employee's offer letter: _____

Dean/Director or Chair Approval:

By signing this form, I give permission for the International Center (IC) to begin the process of obtaining an immigrant visa (permanent residence) for the employee named above, under these conditions:

1. The position offered to the alien is a regular, full-time University position and fits the U.S. Citizenship and Immigration Services' (USCIS) description of a "permanent" position. Permanent means either tenured, tenure-track, or for a term of indefinite or unlimited duration in which the employee would ordinarily have the expectation of continued employment.
2. Obtaining permanent residency may take years due to government processing times and immigrant visa number retrogression. The International Center will make every effort to ensure that applications are processed as expeditiously as possible.
3. The IC cannot guarantee the outcome of any case, and I (and the hiring unit) have not made and will not make any such guarantees to the employee.
4. The department is responsible for the IC and federal fees described on the [IC fee schedule](#)
5. The IC will charge the processing fee for each case as soon as the process begins. This charge does not include USCIS filing fees. I authorize the transfer of these funds from the Department's short code account # _____ to IC's legacy account #941540 and the M-Pathways chartfields, including fund _____, DeptID _____, program _____, project grant _____ and subclass _____. **Note that IC processing fee refunds are at the discretion of the IC. Government filing fees are not refundable once the petition has been filed.**
6. If you wish the IC to bill UPS shipping charges to a different account, please fill in the short code # _____.

Signature : _____ Print Name: _____ Date: _____