

EMPLOYMENT-BASED IMMIGRANT PETITIONS

(See VCU SPONSORSHIP OF EMPLOYEES SEEKING PERMANENT RESIDENCY STATUS POLICY)

Employee name (Beneficiary of application) _____

Employee Type: Faculty _____ **Position title:** _____ **Classified staff** _____

Department: _____ **Campus mail box:** _____ **Phone:** _____

Personnel administrator: _____ **Fedex account:** _____

VCU Department agrees to pay the following Permanent Residency costs:

1. Labor Certification: According to federal regulation, the employer must agree to pay all legal (\$2,000) and advertising fees for the Labor Certification Process (DOL ETA-750).

NOTE: This is not required for employees pursuing EB-1 or NIW petitions.

2. Immigrant Visa Based on Employment (USCIS I-140):

Legal Fees \$1,500 (based on PERM process) Yes No

Legal Fees \$4,500 (based on EB-1 or NIW) Yes No

Filing Fee \$475 Yes No

3. Adjust to Permanent Resident Status or Register for Permanent Residence (USCIS I-485):

Legal Fees \$1,500 (based on PERM and/or EB-1, NIW process) Yes No

Filing Fee \$930 Yes No

Biometrics Fee \$80 Yes No

NOTE: If the department agrees to pay for fees other than the Labor Certification costs, the employee and the department must sign and attach the "Reimbursement Agreement for Permanent Residency Petition Fees." Total legal fees paid from state funds, including the labor certification process, may not exceed \$5,000.

ATTACH: 1) Appointment Letter or Contract, 2) CV, and 3) Reimbursement Agreement (if applicable)

My signature below certifies that the university's providing the service is in the university's and commonwealth's best interest:

Department Head _____ **Signature** _____
(print or type) (Date)

Dean _____ **Signature** _____
(print or type) (Date)

Immigration Services, OIE _____ **Signature** _____
(print or type) (Date)

Provost or applicable Vice President _____ **Signature** _____
(print or type) (Date)

When appropriate signatures have been obtained, the OIE will forward the request to Ms. Lakshmi Challa at Challa Law Offices and to the VCU General Counsel. For more information please contact the Office of International Education-Immigration Services.

O f f i c e o f I n t e r n a t i o n a l E d u c a t i o n
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