

The University of Texas at San Antonio

UTSA International Services

Unit of Global Initiatives

UTSA hiring departments desiring to sponsor a foreign national for permanent residency must first complete and submit a UTSA Legal Permanent Residency request form.

1. The form must be reviewed, approved and signed by the sponsoring department chair and the college dean (or Vice President, if applicable).
2. The request form is then forwarded to the Vice Provost for Global Initiatives via International Scholar Services for final approval, and subsequent referral to outside counsel. Once referred, the sponsoring department will be contacted by the outside law firm to immediately begin processing the petitioner's permanent residency petition.

The attorney legal fee is \$5,500 per Legal Permanent Residency petition (EB1, EB2, and Special Handling) plus additional federal application processing fees (shown below).

Employing UTSA Department and/or applicant are responsible for payment of these fees. Effective October 1, 2017, faculty applying for employment-based Legal Permanent Residency (LPR) will be required to have an in-person interview at the local USCIS field office as part of its "extreme-vetting" process. LPR applicants are allowed to request an attorney to be present at the interview, but it is not required. Cost to prepare applicants and be present at the interview, is included in the \$5,500 legal fee.

Note: DO NOT STAPLE THE DOCUMENTS. Please use a binder clamp or paperclip so that the documents can be copied easily.

SAMPLE USCIS FILING FEES FOR LEGAL PERMANENT RESIDENCY

I-140 (Petition).....	\$700.00
Premium Processing.....	\$1,410.00 (Optional)
I-485 (Adjustment of Status).....	\$1,140.00
Biometrics (photos and Fingerprints).....	\$85.00
I-693.....	Cost of Physical Exam
I-765 (Application for Employment Authorization).....	\$410.00
I-131 (Application for Advance Parole Travel Document).....	\$575.00

Request for Outside Legal Counsel Permanent Residency Petition