

## REQUEST FOR OUTSIDE IMMIGRATION LEGAL COUNSEL PERMANENT RESIDENCY PETITION SERVICES

TO BE COMPLETED BY UTSA EMPLOYING DEPARTMENT

### Part I. Information about UTSA Department & Permanent Residency Applicant

Permanent Residency Applicant's Name:

\_\_\_\_\_  
Last First Middle

Employing UTSA department: \_\_\_\_\_

The employing department point-of-contact (name and title) for any questions regarding paperwork or additional information

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Contact person email address: \_\_\_\_\_

Payment details are to be provided by Immigration Legal Counsel.

### Part II: Supervisor Information

\_\_\_\_\_  
Full Name Job title

\_\_\_\_\_  
Telephone Number Email

### Part III: Permanent Residency Applicant Employment Information: Please attach the applicant's résumé/CV

UTSA Handbook of Operating Procedures job eligibility title for permanent residency:

\_\_\_\_\_

Proposed job title of the permanent resident applicant being sponsored for permanent residency:

\_\_\_\_\_

UTSA campus where the applicant's work will be performed (check all that apply):    Main    Downtown    ITC

#### The permanent residency applicant's current:

Country of citizenship: \_\_\_\_\_ Visa status while in the U.S.: \_\_\_\_\_ Visa expiration date: \_\_\_\_\_

Have you, or someone else on your behalf, applied for permanent residence in the U.S.? \_\_\_\_\_

If yes where did you apply? \_\_\_\_\_ When did you apply? \_\_\_\_\_

What is the status of that application?

**Will the permanent residency applicant be employed:**

- as a **permanent full-time, tenured, or tenure-track teaching position** in the applicant's academic field; or
- as a **permanent full-time researcher position** in the applicant's research field.

If not employed in one of the two choices above, please explain how the petitioner will be employed:

Proposed annual salary for permanent residency applicant: \$ \_\_\_\_\_

Account number from which applicant's salary will be paid: \_\_\_\_\_

By virtue of my signature below, I hereby certify the following conditions of employment:

- This job opportunity does not involve unlawful discrimination by race, creed, color, national origin, age, sex, religion, handicap, or citizenship.
- This job opportunity's terms, conditions, and occupational environment are not contrary to Federal, state, local law, and UTSA policy.
- Employing UTSA Department and/or Applicant is responsible for paying outside attorney's legal fees and any federally required USCIS filing fees.

**Part IV: UTSA Required Approvals:**

**Approval of Department Chair**

\_\_\_\_\_  
Printed/Typed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Approval of College Dean (or Vice President, if applicable)**

\_\_\_\_\_  
Printed/Typed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

After approval of Department Chair and College Dean (or Vice President), please send this document to:  
[international.services@utsa.edu](mailto:international.services@utsa.edu)

**Approval of Vice Provost for Global Initiatives, Dr. Lisa Montoya**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date