



PRELIMINARY INFORMATION FORM FOR EMPLOYMENT-BASED PERMANENT RESIDENCY

INSTRUCTIONS TO HIRING DEPARTMENT

If your department intends to hire, or has already hired an international employee in what may be determined a qualifying, eligible position for University permanent residency (PR) sponsorship, you will need to complete the attached form. The decision to proceed with the PR application process is dependent solely on the academic, research, and educational interests of the University. If approved, the department will be notified and will then follow the mandatory practices as outlined by the Executive Vice President and Provost for sponsoring the employment-based permanent residency application - *Procedure for Teaching/Non-Teaching Faculty Employment Based Permanent Residency I-140 Applications*.

These signatures are required to complete the form in the following order for approval:

1. The principal investigator (PI) or faculty/staff supervisor (if applicable);
2. The department chair, director/unit head;
3. Office of International Students & Scholars;
4. The Executive Vice President and Provost (and/or his assigned delegee), Vice President or Dean (as applicable); and
5. Office of General Counsel.

The receipt of a properly completed Preliminary Information Form for Employment-Based Permanent Residency, does not guarantee that UNLV will be able to sponsor an employee for PR status. Similarly, if the University proceeds with an appropriate PR application, there is absolutely no guarantee that the individual will be granted PR status by the immigration service.

All inquiries and requests for UNLV sponsorship of permanent resident status based on qualifying, eligible employment must be reviewed by the Office of International Students and Scholars (OISS) by the use of the attached form. You may contact OISS at 895-0143 if you have questions about this form.

Note: If the international employee has ever entered the U.S. in J-1 status, he or she may be subject to the two year home country residence requirement. Those subject to this requirement who have not received a waiver or have not fulfilled the requirement by returning home for two years are unable to change status to H-1B or permanent resident.

A. BACKGROUND INFORMATION

This form should be completed by the department or college that is seeking employment-based permanent residency for its employee.

1. Name of International Employee: _____
(FAMILY NAME) (First Name)
2. Date of Birth: _____/_____/_____
mm/dd/yy
3. Department/Office: _____
4. Title and brief description of position: _____

5. Salary \$_____ for _____ months per year. FTE or % time: _____
6. Is this position a tenured or tenure-track teaching position? Yes _____ No _____
7. How long has this person for whom you are seeking permanent resident status been employed by your department? _____
8. What is the date of original job offer (date of offer letter)? _____
9. If this is a grant-funded position, what is the name of the granting agency? _____
 - a. How long has your department/college/school had this grant? _____
 - b. What is the expiration date of this funding? _____
 - c. What is the likelihood of having the grant renewed for many years? _____

 - d. If the grant is terminated, will the international employee be offered continued employment?
Yes _____
No (please explain) _____

 - e. Does the international employee's name appear on the grant? Yes _____ No _____
10. If this is not a grant-funded position, is it a permanent position? The term *permanent* is defined as "for a term of indefinite or unlimited duration, and in which the employee will ordinarily have the expectation of continued employment unless there is good cause for termination." Yes _____ No _____
11. Professional Staff Positions Only: How many persons have held this or a similar position in your school or department over the past five years? _____
12. Did any U.S. applicant meet the minimum advertised qualifications for the position when your department was conducting the search and the international employee was hired? Yes _____ No _____

Employee Name _____

C. REQUIRED SIGNATURES

SECTION 1.

I have reviewed the information in this form and find it to be accurate and complete. In submitting this form I agree to provide the documents and support letter(s) that are required for the University to file for employment-based permanent residency status for the international employee identified in this form.

Principal Investigator _____ Name _____
(if applicable) Signature _____ Date _____

and
Department Chair _____ Name _____
or Director/Unit Head Signature _____ Date _____

SECTION 2. OISS REVIEW

OISS has conducted a preliminary review of the international employee's eligibility for employment-based permanent residency (PR). Based on this information, the international employee _____ IS _____ IS NOT eligible for PR.

If not, why? _____

Comments _____

OISS Staff Name : _____ Date: _____ Phone: x _____

SECTION 3.

I have reviewed the information in this form and find that it is in the best interest of the University to proceed with employment-based permanent residency application for the international employee identified in this form.

Executive Vice President and _____ Name _____
Provost (or his assigned _____
delegee) or Vice President Signature _____ Date _____
or Dean _____

Please forward to Office of General Counsel upon completion – MS1085.

SECTION 4.

Approved as to legal form:

Office of General Counsel _____ Name _____
Signature _____ Date _____

Employee Name _____

**D. APPROVAL TO CONTACT NSHE APPROVED OUTSIDE ATTORNEY
("APPROVAL")**

Teaching, Non-Teaching Faculty, Professional staff (Circle One)

Please check which of the following service of an NSHE approved outside attorney is being sought:

Employment Based Permanent Residency Application _____

H-1B Visa Application _____

Name of International Employee (Print): _____
Last Name First Name

UNLV AUTHORIZATION:

By: _____ Date: _____
Department Chair or Director/Unit Head

Print Name of Signature above: _____

By: _____ Date: _____
Executive Vice President and Provost (or his assigned delegee),
Vice President, or Dean as applicable

Print Name of the Signature above: _____

APPROVED AS TO FORM:

Richard C. Linstrom, General Counsel

NOTICE: "Approval to Contact NSHE Approved Outside Attorney" form must be signed by the authorizing UNLV officials listed on this form for each request to utilize NSHE approved outside immigration counsel for purposes of an employment based permanent residency application or H-1B visa.

A copy of this completed form must be delivered to the Office of General Counsel before contact with an NSHE approved outside attorney can be initiated.

Next Steps:

- The Office of General Counsel provides completed copies of this form to OISS;
- OISS provides copies of the completed forms to the hiring department/unit; and
- The hiring department/unit continues to follow the *Procedure for Teaching/Non-Teaching Faculty Employment Based Permanent Residency I-140 Applications* at step 6.