

U.S. Permanent Residence Sponsorship
School/Department Request Form

The completion of this form will help our office to determine whether an international employee hired by Dartmouth College in a full-time, professional research or senior-level staff position will qualify for Dartmouth-sponsored employment-based permanent residence sponsorship.

Sponsorship by Dartmouth College is not an agreement by Dartmouth to pay the costs of the sponsorship process, except in the case of PERM labor certification. Under Department of Labor regulations the sponsoring department or school must pay all costs associated with the PERM labor certification process, including legal fees and advertising costs. The department or school must have an internal policy that outlines to what extent, if any, the remaining costs (legal fees, filing fees and other expenses) will be covered or reimbursed.

Information about the employee:

Name of employee: _____

Date of hire and Dartmouth employment history (positions held and dates positions held)

Information about the position you are seeking to sponsor:

Please submit the following information and documentation to OVIS for review:

- Copy of position description including department, title, annual salary, hours, job location and job requirements (level of education and field of study, minimum number of years of experience, necessary skillset, etc.)
- Supervisor's name, title and contact details
- Copy of most recent appointment letter
- If grant-funded, copies of funding evidence to demonstrate continued funding and/or expectation that funding for position will continue
- If grant-funded research, summary of long-term nature of research project

Department/School authorization for U.S. permanent residence sponsorship

The undersigned are requesting sponsorship for U.S. permanent residence status on behalf of the employee noted above. The school/department agrees to pay all costs associated with the PERM labor certification process, including advertising cost and legal fees, if labor certification is required. The PERM costs generally range between \$4000-\$5000.

The school/department understands that it must establish and communicate to the employee the responsibility for payment of the additional costs, including legal fees, filing fees and other expenses, associated with the permanent residence sponsorship process prior to OVIS initiating the process with outside counsel.

Schools/depts are responsible for ensuring they are in compliance with their respective policies (Arts & Sciences, Tuck, Thayer, Geisel) on U.S. permanent residence sponsorship.

Name of Faculty Sponsor/PI/Supervisor _____

Signature and Date _____

Dean (Tuck School, Thayer, Geisel)
or Assoc. Dean of the Faculty _____

Signature and Date _____

Date of OVIS Review _____

By _____