



Dartmouth College • Office of Visa and Immigration Services

63 South Main Street • Suite 303 • Hanover • New Hampshire • 03755

Telephone: (603) 646.3474 • Fax: (603) 646.1616

Email: Visa.and.Immigration.Services@Dartmouth.edu • Web: <http://www.dartmouth.edu/~ovis>

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 staff position will qualify for a Dartmouth-sponsored employment-based permanent residence petition.

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 sponsored employment:

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

- Copy of position description including department, title, salary, hours, location and job requirements (education and experience)
- Supervisor's name, title and contact details
- Copy of appointment letter(s)

- 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 \$3500-\$4500.

Name of Faculty Sponsor/PI/Supervisor _____

Signature and Date _____

Dean (Tuck School, Thayer, DMS)
or Department Chair (A&S) _____

Signature and Date _____

Date of OVIS Review _____

By _____