



**TO BE COMPLETED BY THE FOREIGN NATIONAL'S HIRING DEPARTMENT**

International Student & Scholar Services (ISSS) understands that you are interested in pursuing lawful permanent residency status for the employee named below. Before the PR process begins, ISSS needs to evaluate the suitability of the position being offered for University sponsorship. Thus, please complete this form and return it to ISSS for evaluation.

**Name of Foreign National:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Hiring Department:** \_\_\_\_\_

**(For UPHS entities only) Enter the IRS Employer Identification Number (EIN) of payroll on which this employee will be placed:**  
\_\_\_\_\_ **(and enter the official name of the entity: \_\_\_\_\_)**

**Position title being offered to the foreign national:** \_\_\_\_\_

Note: Penn **staff positions** require an exception to Policy 119 from Human Resources. For a staff position to be considered for permanent residence processing at Penn, attach copies of HR 1/HR 2 form, PIQ form, and the individual's resume.

**We are requesting service from:**

- Penn International Student & Scholar Services (ISSS)  
-- check here for Penn teaching faculty labor certification cases unless later determined otherwise by ISSS

Authorized law firms (in alphabetical order):

- Blank Rome LLP (<http://www.blankrome.com/>)
- Goldblum & Hess LLP (<http://www.goldhess.com/>)
- Klasko, Rulon, Stock & Seltzer, LLP (<http://www.klaskolaw.com/>)

**Has your department had layoffs in the last 6 months?**

- Yes
- No

**(For non-staff positions only) Does your department have guaranteed funding for the position for at least three years into the future from the date of submission of this form to ISSS?**

- Yes
- No

**By signing this form, we attest that we have read and understood the Permanent Residency related information on the ISSS website.**

**Position reports to:**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Department Chair:**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Administrative Contact (this person will be the main contact for the PR process):**

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Within 10 business days of the date the form is received, ISSS will contact you with further guidance. Thank you.