

Notification of Intent to Sponsor Employee for Employment-Based Visa/Permanent Resident Status

This form serves as verification that Winthrop University intends to sponsor the individual listed below for one of the following employment-based immigration statuses:

Requested Status: (Please check one) H-1B Permanent Residency (PERM) TN Other _____

Hiring Department:
 Department: _____
 Department Chair / Hiring Authority Name: _____
 College: CBA CAS CVPA COE Athletics Other _____
 Phone: _____ Email: _____

H-1B or PERM: Departments and Colleges need to be aware of **each** of the following items when requesting H-1B or PERM status for a prospective employee. **Please initial each item indicating understanding and agreement with the requirements.**

_____ H-1B: Maximum initial period of employment is three full years and the status may be renewed for an aggregate total of six full years.

_____ H-1B: Should this employee need to be terminated prior to the expiration of H-1B status, the department will be responsible for reasonable costs of transportation for the employee back to their last place of foreign residence.

_____ PERM: Winthrop will consider sponsorship requests for PERM for faculty members whose positions are full-time, permanent in nature, and tenure-track. Special circumstances may be considered with prior approval of the Executive VP for Academic Affairs/Office of the President.

Department Chair/Hiring Authority Signature: _____ Date: _____

To be completed by the Department Chair/Hiring Department:

Sponsored Employee's Last Name:		Sponsored Employee's First Name:	
Country of Citizenship:	Country of Legal Permanent Residency:	Current Immigration Status:	
Sponsoring Department:	Job Title:	Department Chair/Dean:	
Date of Initial Job Offer Letter (mm/dd/year):	Is this job a permanent appointment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the position a grant funded position? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Certification of Dept. Chair, Dean, Executive VP for Academic Affairs / Office of the President, HR, and International Center:

I support the request to consider an application for an employment-based visa or permanent residence status on behalf of this employee:

_____	_____	_____
College Dean / Hiring Authority	Signature	Date
_____	_____	_____
Exec. VP for Acad. Affairs / Office of President	Signature	Date
_____	_____	_____
Division of HR, Employee Diversity & Wellness	Signature	Date
_____	_____	_____
International Center	Signature	Date

Once all signatures have been obtained, please return the completed form to the International Center c/o Dr. Leigh Poole (218 Dinkins Hall). If you have questions, please contact the International Center at 803.323.2133 or by emailing poolela@winthrop.edu.