Reset Form

PURDUE UNIVERSITY | Office of International Students and Scholars

Intake: Request for Permanent Residence

Instructions:
Complete all relevant rows, sign and then email to PISA@purdue.edu

International Employee

1	**Employee Name/Email**	**Surname (Last)**	**Given (First/Middle)**	**Email:**

Hiring Unit Information

5	**Supervisor** ***(as listed in SuccessFactors)***	**Surname (Last)**	**Given (First)**	**Email**
6	**Organization**	**Dept**	**College**	
11	**Is this a split Appt?**	❑ No – 100% in the Department named above ❑ Yes – _____% in the Dept named above and remainder in _____/_____ (College / Dept) *NOTE: There must be 1 offer letter and 1 primary department taking responsibility for administrative tasks*		

Appointment and Request Details

	Appointment Type	Policy	Request
7	❑ Tenured Faculty ❑ Tenure-Track Faculty ❑ Clinical Faculty ❑ Professor of Practice	Permanent residence sponsorship is required by Purdue policy	ISS will triage all incoming new faculty for the *default* permanent residence process and will notify the Dept of the recommended action. *This* intake is only to request an *additional* permanent residence process. ❑ EB-1 Outstanding Researcher / Professor
	❑ Research Faculty ❑ ♦Staff who research	*Supervisors may choose to sponsor permanent residence	❑ ISS evaluation of permanent residence options ("triage") ❑ EB-1 Outstanding Researcher / Professor ❑ EB-2 National Interest Waiver for research in pursuit of a national priority
	❑ ♦Lecturer (Continuing) ❑ ♦Staff who Teach	*Supervisors may choose to sponsor permanent residence	❑ ISS evaluation of permanent residence options ("triage") ❑ EB-2 ReSelection for University Teachers
	❑ ♦Staff who ❍ Neither teach nor research, or ❍ Whose documented accomplishment and impact are not "above the norm" for the field	*Supervisors may choose to sponsor permanent residence	❑ ISS evaluation of permanent residence options ("triage") ❑ EB-2 Labor Certification
	❑ Visiting Faculty ❑ Postdocs ❑ Limited Term Lecturer	Permanent Residence sponsorship by Purdue is prohibited	

♦ For staff (including lecturers), Purdue policy requires departments wait not less than "1 year" from the date of initial hire before initiating permanent residence. The "waiting time" is 1 AY year for AY staff, or 1 FY year for FY staff. "Initial Hire" need not be in the position for which permanent residence is being sponsored; departments may choose whether to utilize prior employment within the department to satisfy this requirement.

Fees and Costs (Federal funds may not be used.)

All ISS services require payment of an ISS Fee, *as well as* government filing fees and other costs.

For ISS Fees, government filing fees and other costs of the requested service, see https://www.purdue.edu/IPPU/ISS/scholar/hosts/issfees.html.

11	Purdue Account #	❑ WBSE ❑ Order

Signature(s)

12	**Supervisor**	Date

*Requests for permanent residence for **staff** (including lecturers) for the following Colleges require approval from the Office of the Dean. Contact your Department Contact to submit this request to your College Dean. Intakes must be accompanied by documentation of the approval.

➢College of Liberal Arts ➢College of Science ➢College of Education

13	**College Approval (CLA / COS / EDUC)**	approval attached	Date