



Request for Employment-Based LPR Sponsorship

To be completed by Department and returned to OIS Director
(Revised March 2017)

- 1) Employee's Name: _____ Department: _____
- 2) Department Administrator's Name and Contact Information:

- 3) Please attach a current version of employee's Resume/C.V., including all publications, presentations, and awards.
- 4) Current nonimmigrant status, if in the U.S.: E-3, F-1, H-1B, J-1, O-1, other _____
- 5) Exact time in current status: _____ (Feel free to attach documentation if necessary)
- 6) Previous periods of stay in the U.S. in H-1B status: _____

- 7) Does employee have a pending or approved immigrant visa petition already filed on his or her behalf? **Yes/No** If yes, in what immigrant class and with what priority date?

- 8) Has the employee requested that the University assist with obtaining permanent residence? **Yes/No** If yes, has the employee made any specific request about how he or she wants the University to proceed (e.g., Outstanding Professor/Researcher category)? Please explain.

- 9) Current or prospective position at the University of Texas Health Science Center San Antonio:
_____ (Please attach job description for current/future position that includes title, duties, minimum and preferred requirements)
- 10) If already an employee, please attach a copy of current offer letter or other offer of employment.
- 11) Is the employee teaching? Yes/No If yes, please outline teaching responsibilities in detail.



12) Is a promotion or other change in job duties/responsibilities anticipated? **Yes/No** If yes, please describe in detail and explain when change might take place:

13) Current or prospective annual salary: _____

14) Is long-term funding available for the Employee's position? **Yes/No** If yes, please describe type and anticipated duration: _____

15) Was the employee hired after a national search? **Yes/No** If yes, please attach a copy of job posting.

16) If yes, was an advertisement placed in a print or on-line version of a professional journal? **Yes/No** If yes, which publication and date of publication? _____ (Attach copy of ad text)