



International Student and Scholar Services

Permanent Residency (PR) Initial Review Form

Last Updated
6/24/2020

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. To begin the PR process, please complete this form in its entirety and return it to ISSS for evaluation. Within 10 business days of the date the form is received, ISSS will contact you with further guidance. Thank you.

Name of Foreign National: _____ Penn ID: _____

Hiring Department: _____

Position title being offered to the foreign national: _____

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

Note: Penn **staff positions** will 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 all Penn teaching faculty cases only unless later determined otherwise by ISSS

Authorized law firms (in alphabetical order):

- ☐ Goldblum & Pollins (<http://www.goldblumfirm.com/>)
☐ Klasko Immigration Law Partners (<http://www.klaskolaw.com/>)

For the Summary of external legal fees, please click [here](#).

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 below, 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: _____ Email: _____

For internal processing fees, please complete the following:

- ☐ \$2500 (\$2,430 until 07/31/2021) ISSS - Teaching faculty Process Fee ☐ \$125 External Counsel Facilitation Fee (law firm fees will still apply)

Departmental Budget Code: _____

Authorized Business Administrator: _____

Signature: _____ Date: _____

E-mail Address: _____

The processing fees may not be refunded once the internal processing has begun, even if the department or scholar chooses to withdraw the request.