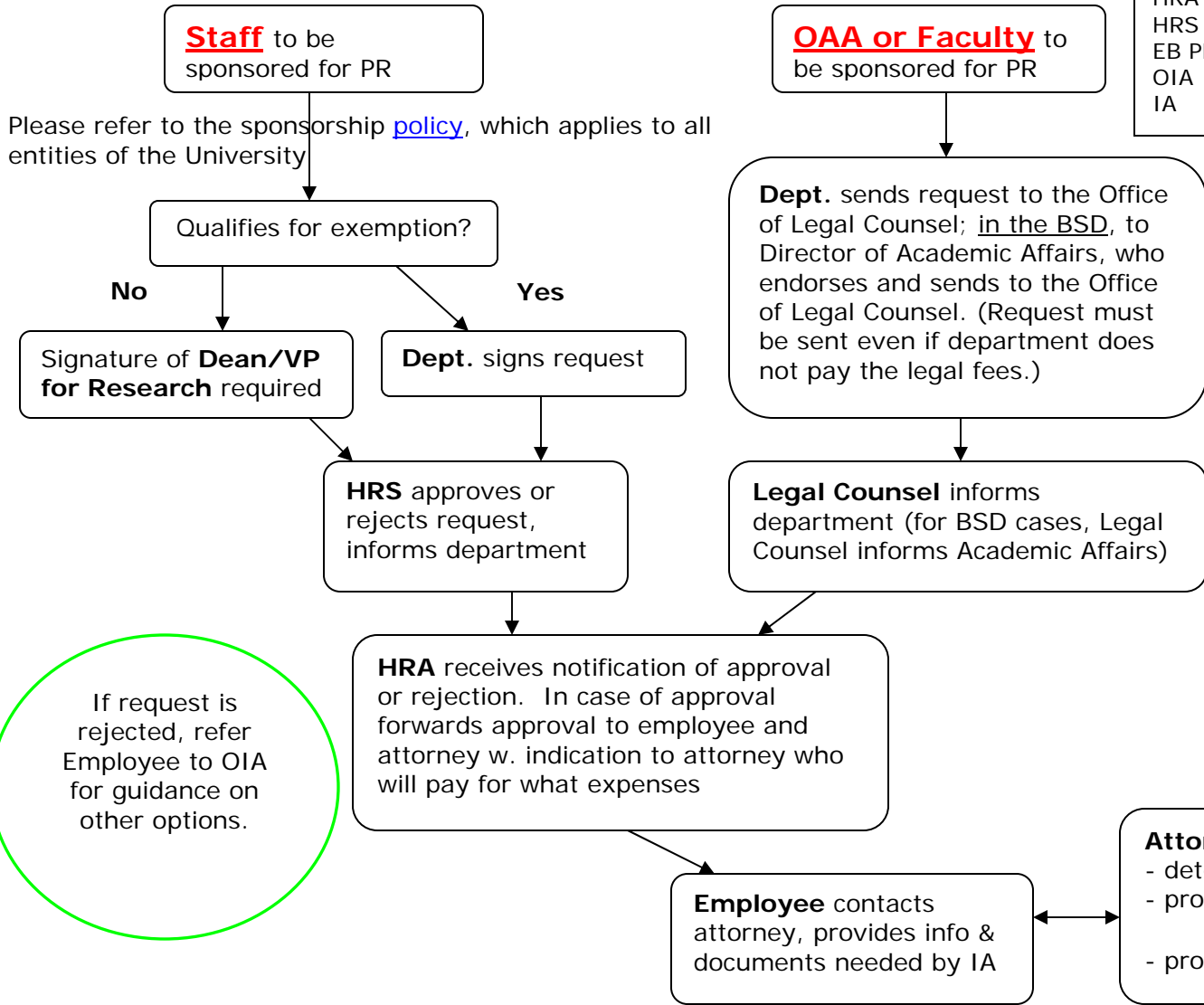


# Sponsoring an Employee for Permanent Residence

**Glossary:**

|       |  |
|-------|--|
| PR    | = Permanent Residency                  |
| HRA   | = Human Resources Administrator        |
| HRS   | = Central HR                           |
| EB PR | = Employment-based Permanent Residency |
| OIA   | = Office of International Affairs      |
| IA    | = Immigration Attorney                 |



While PR case is being processed, current status of employee must be maintained in many cases; where applicable, unit makes appropriate H-1B request to OIA. If the immigration attorney handling the PR case advises not to maintain the existing status, HRA should ask to get that in writing from the attorney and forward copy to OIA.

If request is rejected, refer Employee to OIA for guidance on other options.

**Important:** Cost of Labor Certification must be paid by employer; cannot be recovered from employee directly or indirectly; cannot be treated as employee benefit.

**Signers:**

- Letter re no U.S. citizen/PR able, willing, etc. signed by PI or Chair
- ETA 9089, I-140 signed by OIA (Tamara Felden)
- Payment request to Office of Financial Services must be signed off by Office of Legal Counsel

\*See the Labor Certification flow chart for details when a Labor Certification is required.