PROCEDURE FOR OBTAINING PERMANENT RESIDENCE FOR FOREIGN STAFF MEMBERS

Attachment I

University of Illinois at Urbana-Champaign

International Faculty and Staff Affairs
International Programs and Studies

308 International Studies Building, MC-480
910 South Fifth Street
Champaign, IL 61820
USA

Phone: 217 333-8225
Fax: 217 244-2525

REQUEST FOR INITIATION OF PERMANENT RESIDENCE PROCEDURE

This department requests that International Faculty and Staff Affairs begin permanent resident procedures for the employee named below.

Name of employee:

Title of permanent position:

Country of birth:

Salary offered:

Department name:

Department secretary/contact:

Campus address:

Phone:

For Teaching Position:

Date of offer letter to alien:

Is the employee currently in a tenure-track position at UIUC?

If yes, has the department evaluated this employee after a trial period and decided to make a permanent commitment of the tenure-track position to him/her?

For Non-Teaching Position:

Is the employee currently in the permanent position at UIUC?

Date employment in permanent position began:

Provide a written statement, signed by the department head, describing expected availability of funding for this position for five years.
According to Urbana-Champaign regulations as stated in the Campus Administrative Manual, Section IX/A - 4 dated June 21, 1996:

1. "The position offered the alien must be permanent, the equivalent of a tenure-track line position."

2. "The position must be filled following established UIUC procedures (e.g., Affirmative Action guidelines)."

I, [print name of department head], certify that to the best of my knowledge the position and the person in question are considered to be permanent and that this appointment is consistent with UIUC regulations as stated in the Campus Administrative Manual.

__________________________
Signature of Department Head    Date

I, [print name of alien], certify that I plan to remain in this position indefinitely and am not currently planning to seek employment elsewhere.

__________________________
Signature of Alien    Date

THIS DOCUMENT IS FOR OUR FILES BUT COULD POSSIBLY BE PROVIDED TO THE U.S. IMMIGRATION SERVICE.

STOP AT THIS POINT AND RETURN THIS FORM TO INTERNATIONAL FACULTY AND STAFF AFFAIRS, 311 INTERNATIONAL STUDIES BUILDING, MC-480. WE WILL OBTAIN THE FINAL SIGNATURE

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Associate Vice Chancellor and Director, Academic Human Resources    Date