Permanent Residence (Green Card) Sponsorship: Staff & Non-tenure-track positions

Employee must work for LSU for at least one year before consideration of sponsorship.

Authorization to sponsor IS required.

Employee's supervisor and department HR contact meet with IS Associate Director to discuss need for sponsorship and the process to request sponsorship.



Request to sponsor is reviewed by HRM and Provost before submitting to Chancellor for authorization.

International Services (IS) works with department HR contact <u>and</u> supervisor to file Labor Certification Application with US Department of Labor (DOL). See <u>Labor</u>

<u>Certification Process: Non-teaching positions</u>.



IF DOL certifies the PERM position, IS works with employee to file Form I-140, Immigrant Petition, with US Citizenship & Immigration Services (USCIS).



If I-140 is approved, employee works with IS to file Form I-485 (Application to Register Permanent Residence). Employee may choose to file with the help of IS; with the help of an attorney; or independently. Employee also may have chosen to file Form I-485 concurrently with the I-140.



If I-485 is approved, employee receives Green Card and sends a copy to IS.

OR

International Services (IS) works with employee to process <u>Outstanding Professor/Researcher</u>
<u>Application</u>.



IS files Form I-140, Immigrant Petition, with US Citizenship & Immigration Services (USCIS).



If I-140 is approved, employee works with IS to file Form I-485 (Application to Register Permanent Residence). Employee may choose to file with the help of IS; with the help of an attorney; or independently. Employee also may have chosen to file Form I-485 concurrently with the I-140.



If I-485 is approved, employee receives Green Card and sends a copy to IS.