



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Office of Institutional Compliance

PERMANENT RESIDENCE

NATIONAL INTEREST WAIVER

OUTSTANDING RESEARCHER OR PROFESSOR

PERSON OF EXTRAORDINARY ABILITY

DEPARTMENT CHECKLIST & QUESTIONNAIRE (FY 2020)

Complete ONSCREEN & Submit ELECTRONICALLY
NO HANDWRITTEN REQUESTS WILL BE PROCESSED.
THANK YOU FOR YOUR COOPERATION!

TTUHSC Institutional Compliance
Immigration Compliance & Services
3601 4th Street, MS 8165
Lubbock, TX 79430
Phone: (806) 743-3949
Email: ICS@ttuhsc.edu

DEPARTMENT REQUEST FOR PERMANENT RESIDENCE PETITION

CHECKLIST:

- ___ Complete Questionnaire
- ___ Copy department offer letter with proof of acceptance or employment agreement
- ___ Check for USCIS filing fee. See current I-140 filing fee on the ICS website <https://www.ttuhs.edu/compliance/>

Check must be sent directly to ICS.

Purpose: Immigration Filing Fees for: (insert employee's name) _____

Amount: See [ICS Filing Fee Guidance](#)

Payable to: US Department of Homeland Security

Address: USCIS
Attn: I-140
P.O. Box 660128
Dallas, TX 75266

See ICS Filing Fee Guidance at <https://www.ttuhs.edu/compliance/> for correct USCIS filing fee and Payment Services' process for requesting immigration checks.

Depending on the foreign employee's country of citizenship or nationality, there may be a delay before the Foreign Employee can apply for a permanent residence ('green card'). In those situations, TTUHSC will continue to extend the current work visa status to ensure uninterrupted employment. Employees so affected should regularly review the Department of State's monthly Visa Bulletin to determine when they can file the I-485 application(s). The Visa Bulletin can be found at <http://travel.state.gov/content/visas/english/law-and-policy/bullentin.html>.

- The Department is not required to pay the legal or filing fees related to the Foreign Employee's personal portion (i.e. I-485 application) of the "green card" process. However, if the department chooses to do so, they may. I-485 fees are not business expenses, and are considered income to the Employee. Therefore, there are tax consequences to the Employee if the Department pays the I-485 fees.

DEPARTMENT REQUEST FOR PERMANENT RESIDENCE FILING

NAME OF DEPARTMENT/SCHOOL: _____

NAME OF FOREIGN EMPLOYEE: _____

DEPARTMENT FOAP FOR FEDEX BILLING: _____

TYPE OF PERMANENT RESIDENCE FILING REQUESTED:

- ___ OUTSTANDING RESEARCHER/OUTSTANDING PROFESSOR
- ___ PERSON OF EXTRAORDINARY ABILITY
- ___ NATIONAL INTEREST WAIVER (NIW)

DEPARTMENT CERTIFICATION

THE DEPARTMENT/SCHOOL ATTESTS THE FOLLOWING:

- 1. The Department/School and the Foreign Employee are not undertaking this filing solely to obtain permanent residence for a temporarily employed foreign faculty or staff member. Rather, the Department/School and the Foreign Employee intend that the employment relationship continue for an indefinite period of time.
- 2. The Department/School and the Foreign Employee will work closely with ICS to assemble all the required documentation necessary for successful conclusion of the permanent residence process.
- 3. A clear, mutual agreement has been reached between the Department/School and Foreign Employee as the payment of USCIS filing fees.

Authorized Official: _____
Printed Name Signature Date

AUTHORIZATION OF THE DEAN (IF REQUIRED)

Dean: _____
Printed Name Signature Date

DEPARTMENT QUESTIONNAIRE

Department Name:	
Department Contact:	Name: _____ Phone: _____ Email Address: _____
Foreign Employee Name:	Last Name: _____ First Name: _____ Middle Name: _____
Country of Citizenship:	
Country of Birth:	
Job Title:	
Academic Degree Required for Position: <i>(degree level and area(s) of study)</i>	
Minimum Years of Experience Required for Position:	
Brief, Non-Technical Description of Duties:	
Worksite Name, Address & P.O. Box Number:	Worksite: _____ Address: _____
Annual Salary or Hourly Wage Rate:	
Was Employee provided a written Offer or Employment or Employment Agreement?	Yes No
Is this a teaching position?	Yes No