



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™

PERMANENT RESIDENCE  
NATIONAL INTEREST WAIVER  
OUTSTANDING RESEARCHER OR PROFESSOR  
PERSON OF EXTRAORDINARY ABILITY  
DEPARTMENT CHECKLIST & QUESTIONNAIRE  
(FY 2017)

Please return the completed forms and all supporting documents by mail or email to:

TTUHSC Human Resources  
International Employment Services  
3601 4<sup>th</sup> Street, STOP 8100  
Lubbock, TX 79430  
Ph: (806) 743-2865  
Email: [IES@ttuhsc.edu](mailto:IES@ttuhsc.edu)

## DEPARTMENT REQUEST FOR PERMANENT RESIDENCE PETITION

### CHECKLIST:

- ☐ Completed 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 IES website at <http://www.ttuhsc.edu/hr/IES.aspx>.

Check must be sent directly to IES.

**Purpose:** Immigration Filing Fees for [Employee Name]

**Amount:** <http://www.ttuhsc.edu/hr/IES.aspx>

**Payable to:** US Department of Homeland Security

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

See IES Filing Fee guidance at <http://www.ttuhsc.edu/hr/IES.aspx> for correct USCIS filing fee and Payment Services' process requesting immigration checks.

Depending on the Foreign Employee's country of citizenship or nationality, there may be a delay before the I-485 can be filed. 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/bulletin.html>.

- ❖ The Department is not required to pay the legal or filing fees related to the I-485 personal portion of the process for either the Employee or the Employee's family members. 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 TO 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 IES 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 to the payment of USCIS filing fees.

Authorized Official: \_\_\_\_\_  
Printed Name Signature Date

### AUTHORIZATION OF THE DEAN – IF REQUIRED

I HEREBY AUTHORIZE AND FULLY SUPPORT THE APPLICATION FOR PERMANENT RESIDENCE ON BEHALF OF

\_\_\_\_\_

Dean: \_\_\_\_\_  
Printed Name Signature Date

## DEPARTMENT QUESTIONNAIRE

Department Name:	
Department Contact: (name, phone & e-mail)	
Foreign Employee Name: (Last, First, Middle)	
Country of Citizenship:	
Country of Birth:	
Job Title:	
Academic Degree Required for Position: (degree level and area(s) of study)	
Minimum years of experience required	
Brief, Non-Technical Description of Duties:	
Work Site Address & P.O. Box Number:	
Annual Salary or Hourly Wage Rate:	
Was Employee provided a written Offer of Employment or Employment Agreement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this a Teaching Position?	<input type="checkbox"/> Yes <input type="checkbox"/> No