

DEPARTMENT REQUEST FOR PERMANENT RESIDENCE PETITION - PERM

CHECKLIST:

- ____ Completed Questionnaire
- ____ Copy department offer letter with proof of acceptance or employment agreement
- ____ For teaching positions: copy of all job postings (print or online) and other recruitment efforts

At the second stage of the process, the department will need to request a check for USCIS filing fees. Please do not have this check processed until IES specifically requests that you do so. We are providing the check information for informational purposes only at this time.

Purpose: Immigration Filing Fees for [Employee Name]

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

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.ttuhs.edu/hr/IES.aspx> 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 card ("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/bulletin.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.