

Reset Form

International Employee				
1	Employee Name/Email	Surname (Last)	Given (First/Middle)	Email:
Hiring Unit Information				
5	Supervisor (as listed in SuccessFactors)	Surname (Last)	Given (First)	Email
6	Organization	Dept	College	
11	Is this a split Appt?	<div><input type="checkbox"/> No – 100% in the Department named above</div> <div><input type="checkbox"/> Yes – % in the Dept named above and remainder in / (College / Dept)</div> <div>NOTE: There must be 1 offer letter and 1 primary department taking responsibility for administrative tasks</div>		
Appointment and Request Details				
Appointment Type		Policy		Request
	ISS triages all incoming new faculty for the default permanent residence process and notifies the Dept of the recommended action once confirmed. This intake is only to request an <u>additional</u> permanent residence process.			
7	<input type="checkbox"/> Tenured Faculty <input type="checkbox"/> Tenure-Track Faculty	Permanent residence sponsorship is required by Purdue policy	<input type="checkbox"/> EB-1 Outstanding Researcher / Professor <input type="checkbox"/> EB-2 National Interest Waiver for research in pursuit of a national priority	
	<input type="checkbox"/> Clinical Faculty <input type="checkbox"/> Professor of Practice	Permanent residence sponsorship is required by Purdue policy	<input type="checkbox"/> EB-2 National Interest Waiver for research in pursuit of a national priority These appointments are not eligible for EB-1B sponsorship	
	Departments must request permanent residence for the categories below. Permanent residence may be initiated at any time following acceptance of the offer.			
	<input type="checkbox"/> Research Faculty <input type="checkbox"/> ♦Staff who research	*Supervisors may choose to sponsor permanent residence	<input type="checkbox"/> ISS evaluation of permanent residence options (“triage”) <input type="checkbox"/> EB-1 Outstanding Researcher / Professor <input type="checkbox"/> EB-2 National Interest Waiver for research in pursuit of a national priority	
	<input type="checkbox"/> Lecturer (Continuing) <input type="checkbox"/> Staff who Teach	*Supervisors may choose to sponsor permanent residence	<input type="checkbox"/> ISS evaluation of permanent residence options (“triage”) <input type="checkbox"/> EB-2 Re-Selection for University Teachers	
	There no longer is a requirement to wait 1 year before initiation of permanent residence for roles that include teaching. There are advantages / reductions in expense to initiating PR for lecturers and staff who teach promptly after selecting the candidate, following a competitive recruitment campaign.			
	<input type="checkbox"/> ♦Staff who ○ Neither teach nor research, or ○ Whose documented accomplishment and impact are not “above the norm” for the field	*Supervisors may choose to sponsor permanent residence	<input type="checkbox"/> ISS evaluation of permanent residence options (“triage”) <input type="checkbox"/> EB-2 Labor Certification	
<input type="checkbox"/> Visiting Faculty <input type="checkbox"/> Postdocs <input type="checkbox"/> Limited Term Lecturer	Permanent Residence sponsorship by Purdue is prohibited			
♦ For certain staff, Purdue policy requires departments wait not less than “1 year” from the date of initial hire before initiating permanent residence. The “waiting time” is 1 AY year for AY staff, or 1 FY year for FY staff. “Initial Hire” need not be in the position for which permanent residence is being sponsored; departments may choose whether to utilize prior employment within the department to satisfy this requirement.				
Fees and Costs (Federal funds may not be used.) For a breakdown of costs, see https://www.purdue.edu/IPPU/ISS/scholar/hosts/issfees.html				
<input type="checkbox"/> All ISS services require payment of an ISS Fee by the hiring department. This includes cases assigned to outside counsel. We require an account for payment of this ISS Fee, below, before any requested service is initiated.				
<input type="checkbox"/> All ISS services involve government filing fees and other costs. See the fee list for more details.				
<input type="checkbox"/> EB-1, NIW, or O-1 services undertaken by outside counsel also involve payment of legal services fees.				
11a	Purdue Account #	<input type="checkbox"/> WBSE <input type="checkbox"/> Order	(Required! No Exceptions)	
11b	Fiscal Approver	Must be signed by fiscal approver with \$25,000 authority (or higher):	Business Office Manager	
Signature(s)				
12	Supervisor	Date		
<div>*Requests for permanent residence for staff or lecturers for the following Colleges require approval from the Office of the Dean. Contact your Department Contact to submit this request to your College Dean. Intakes must be accompanied by documentation of the approval.</div> <div>➤College of Liberal Arts➤College of Science➤College of Education</div>				
13	College Approval (CLA / COS / EDUC)	<input type="checkbox"/> approval attached		Date