DEPARTMENTAL REQUEST FOR CONSIDERATION OF UNIVERSITY OF COLORADO DENVER SPONSORSHIP FOR EMPLOYMENT-BASED

LAWFUL PERMANENT RESIDENCY

*(Please print on Department Letterhead)*

[Today’s Date]

Director

International Student & Scholar Services

Office of International Affairs

Campus Box AO05/185

P.O. Box 173364

Denver, CO 80217-3364

Dear ISSS Director:

This letter is written to request consideration for University of Colorado Denver sponsorship for employment-based US Lawful Permanent Resident (LPR) status on behalf of [First and Last Name of Employee].

[Employee Name] is currently employed by the [School/College/Department/Division] in the position of [Position Title]. This position is considered “permanent” for purposes of LPR sponsorship because we expect that this employment will continue for at least one year from the date of this letter. His/her current salary is $X per year. This position [does/does not] include teaching responsibilities.

OR

[Employee Name] is currently employed by the [School/College/Department/Division] in the position of [Position Title]. The [School/College/Department/Division] will promote [employee name] from [Current Title] to [New Position Title], effective [Effective Date.]. This new position is considered “permanent” for purposes of permanent residency sponsorship because we expect that this employment will continue for at least one year from the date of hire. The proposed salary for this new position is $X per year. This position [will/will not] include teaching responsibilities.

I understand that hiring units may use the employment authority of the University of Colorado Denver to obtain LPR status for foreign nationals only when that course of action is in the interest of the university (not solely the personal interest of the foreign national), is consistent with the university’s goals, programs, and standards, and is in compliance with immigration law. Since the university is the petitioner in these cases and the international is the beneficiary, it is appropriate that the university be selective in terms of who to sponsor for LPR status and only supports cases that have the highest likelihood of successful adjudication with the various federal government agencies involved in the process. With that in mind, following is an overview of [Employee Name]’s current job duties and contributions to the university, along with the rationale for why it is in the university’s interest to sponsor for LPR status at this time:

[INSERT ARGUMENTS IN FAVOR OF UNIVERSITY SUPPORT FOR LPR STATUS]

I have reviewed the potential costs association with the LPR process and am able to commit the required funds. I also understand that the department administrative personnel assigned to perform the duties and responsibilities required as part of the LPR process must have completed the LPR training session offered by ISSS and must be willing and able to devote the time and energy necessary to complete all departmental responsibilities within the required deadlines.

Sincerely,

[Name and Title]

MUST BE DEPARTMENT CHAIR OR HIGHER