

## Request for Permanent Residency (PR) Sponsorship

International Student and Scholar Services  
North Decatur Building Suite 130 • Tel: +1-404-727-3300 • [www.issss.emory.edu](http://www.issss.emory.edu)



EMORY  
UNIVERSITY

### ***TO BE COMPLETED BY THE HIRING DEPARTMENT.***

Name of Foreign National: \_\_\_\_\_ EMPLID: \_\_\_\_\_

Hiring Department: \_\_\_\_\_

Position title being offered to the foreign national: \_\_\_\_\_

Please review [our website for qualifying positions](#).

Has your department had any layoffs in the last 6 months?  Yes  No

Will you continue to employ this person on a full time, indefinite basis, as required for the permanent residency sponsorship process?  Yes  No

If your answer is No, please stop here as the employer is required to state so in writing.

**By signing this form, we attest that we have read and understood the permanent residency sponsorship related information on the ISSS website. We understand that the department will receive invoices for fees, and if applicable, responsible for new recruitment expenses.**

#### **Position reports to:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Department Chair:**

Name: \_\_\_\_\_ Title (if not chair): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Dean of School:**

Name: \_\_\_\_\_ Title (if not dean): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Administrative Contact** *(This person will be the main contact for the PR process including handling invoices):*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please return this form to [issss@emory.edu](mailto:issss@emory.edu), not an individual ISSS staff member. The ISSS office will contact you with further guidance within 10 business days of the date the form is received. Thank you.