

Permanent Residency (PR) Initial Review Form – Morningside Campus

To initiate Columbia-sponsored employment-based permanent residency for positions on the Morningside campus, the hiring department must complete this form and submit it to the International Students and Scholars Office (ISSO) for evaluation. ISSO will evaluate eligibility and contact the department for further guidance.

Please email this completed form, CV, and RAPS posting (if applicable) to ISSO at isso-pr@columbia.edu.

Part 1: General Information

Sponsoring Department: _____

Department Administrator Name: _____ and UNI: _____

Foreign National Employee Name: _____ and UNI: _____

Position title for which sponsorship is sought: _____ Salary: _____

Worksite Address: _____
Street Building Room Number City State Zip

Part 2: For Positions with an Instructional Component Only:

Date employee's initial offer letter issued (MM/DD/YY): ____/____/____

Which of the following ads were placed to recruit for the position:

Paper ad in professional journal 30-day ad in online professional journal (list name of journal) Neither

Name of the journal(s) (No abbreviations):

1. _____
2. _____
3. _____
4. _____

Part 3: Department Approvals for PR Sponsorship

By signing this form, I understand that:

1. The position offered to the foreign national is a regular, full-time position.
2. ISSO **cannot** guarantee the outcome of any case and I (and the hiring unit) have not made and will not make any such guarantees to the employee.
3. ISSO will evaluate every request and, at its discretion, may recommend that the matter be handled by authorized outside counsel. If this occurs ISSO will consult the department and the department will be responsible for all legal fees.

Department Chair/Director:

Name: _____ Signature: _____ Date (MM/DD/YY): ____/____/____

Dean/E.V.P.:

Name: _____ Signature: _____ Date (MM/DD/YY): ____/____/____