

## Permanent Residence (PR) Initial Review Form

To initiate Columbia-sponsored permanent residence, 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 and signed form, CV, initial offer letter and copy of the ASR/Interfolio Faculty Search posting (if applicable) to ISSO at [isso-pr@columbia.edu](mailto: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. \_\_\_\_\_

### Part 3: Department Approvals for PR Sponsorship

By signing this form, I understand that:

1. The position offered to the foreign national is a full-time position, with a reasonable expectation of funding for at least 3 years.  
NOTE: Postdoctoral positions and Staff Associates are not eligible for Columbia University PR sponsorship.
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 and legal fees will be incurred. No ISSO fee will apply.
4. If the case can be handled in-house, ISSO will inform the department of the PR category and relevant information. The department will have two weeks to decide whether to proceed with in-house filing (at which time the \$2,000 ISSO fee will be charged).
5. For tenure-track faculty only: The \$2,000 ISSO fee will be waived if PR is initiated within 60 days from the date of initial offer letter.

**Department Chair/Director:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date (MM/DD/YY): \_\_\_\_\_

Chart-string for ISSO Fee (General, Unrestricted Account only) \_\_\_\_\_

**To be charged if/when ISSO's in-house services have been confirmed. This fee cannot be charged back to the employee.**