



# PR Process Authorization Form

**To be completed by the department for tenure-track or tenured teaching faculty positions only.**

Sponsoring Department: \_\_\_\_\_

Department Group (School, College or other higher-level organization): \_\_\_\_\_

Employee's Name: \_\_\_\_\_  
Last First Middle

Employee's E-mail Address: \_\_\_\_\_

Was a print ad placed in a professional publication for this position? YES  NO

If yes, please provide publication name and date: \_\_\_\_\_

Date on the employee's offer letter: \_\_\_\_\_

**By signing this form, I give permission for the International Center (IC) to begin the process of obtaining an immigrant visa (permanent residence) for the employee named above, under these conditions:**

1. The position offered to the alien is a regular University, and fits the U.S. Citizenship and Immigration Services' (USCIS) description of a "permanent" position. Permanent means either tenured, tenure-track, or for a term of indefinite or unlimited duration in which the employee would ordinarily have the expectation of continued employment.
2. Obtaining permanent residency may take years due to government processing times and immigrant visa number retrogression. The International Center will make every effort to ensure that applications are processed as expeditiously as possible.
3. The IC 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.
4. The department is responsible for the IC and federal fees described at <http://www.internationalcenter.umich.edu/immig/forms/RetAttnyFees.pdf>.
5. The IC will charge the processing fee for each case as soon as the process begins. This charge **DOES NOT** include USCIS filing fees. I authorize the transfer of these funds from the Department's short code account # \_\_\_\_\_ to IC's legacy account #941540 and the M-Pathways chartfields, including fund \_\_\_\_\_, DeptID \_\_\_\_\_, program \_\_\_\_\_, project grant \_\_\_\_\_ and subclass \_\_\_\_\_. **This fee is non-refundable under any circumstance including denial of the petition by the USCIS or withdrawal of the application by the department and/or employee.**
6. If you wish the IC to bill UPS shipping charges to a different account, please fill in the short code # \_\_\_\_\_.

Signature of **Dean/Director or Chair**: \_\_\_\_\_

Print name: \_\_\_\_\_

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

**Please note that if this is the first process authorization form you have submitted since U-M began using INSZoom in March 2006, you must also attach the [Department INSZoom Authorization](#).**

**Completed forms should be sent via campus mail or faxed to the International Center North Campus (see footer below)**