



# Request for Retained Immigration Counsel Form

Please print or type clearly. When complete, fax this form to the International Center at 734.615.2200

1. Alien's Name: \_\_\_\_\_  
Last First Middle

2. Alien's UMID: \_\_\_\_\_

3. Alien's Email Address: \_\_\_\_\_

If the position is a tenure track teaching faculty position, please answer the following additional questions:

a. Was a print ad placed in a professional publication? Yes  No

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

b. What is the date of the position offer letter? \_\_\_\_\_

4. If this is a Permanent Residency case, you must submit job title, job description, and salary information (please fax it with this form).

5. Sponsoring Department: \_\_\_\_\_

6. Name of Dean/Director/Chair<sup>1</sup> who will sign government forms: \_\_\_\_\_

7. Designated Department Contact for Case\*:

\* The department is encouraged to review information on the Retained Counsel program at <http://internationalcenter.umich.edu/immig/retatty>

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

U-M Campus Mailing Address: \_\_\_\_\_

8. Type of Case (if known): \_\_\_\_\_

a. Is this a special handling Permanent Residency (PR) case where the IC has processed the case and you are seeking an attorney only for the I-485 and related documents? Yes  No

9. Preferred Attorney<sup>2</sup> (from U-M approved Retained Immigration Counsel list only): \_\_\_\_\_

\* If you do not have a preferred attorney, leave this line blank. The International Center will assign an attorney to assist you with this case. A list of approved attorneys is available at <http://internationalcenter.umich.edu/immig/retatty>

10. Department Billing Information:

By completing the information below, you authorize the transfer of funds to the International Center's shortcode (legacy) account #941540. For information on International Center & attorney processing fees and expenses, refer to the Fee Schedule available at <http://internationalcenter.umich.edu/immig/retatty>. All fees are non-refundable under any circumstance.

Short Code: \_\_\_\_\_

Signature of Dean, Director or Chair: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

### For International Center & Retained Immigration Attorney Use Only

International Center – Approved: \_\_\_\_\_ Date Faxed to Attorney: \_\_\_\_\_

Attorney – Case Approved (circle one): Yes No

Type of case (EB-1 Outstanding, EB-2 PERM, EB-3, O-1, etc.): \_\_\_\_\_

Signature of Attorney\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*Retained Counsel who participate in the Strategic Supplier program only need the "Short Code" for billing purposes.

<sup>1</sup> Only a Dean, Director, or Department Chair is permitted to sign immigration paperwork on the University's behalf. You should also check with your school, college, or department human resources coordinator to determine if there are additional restrictions on authorized signatories.

<sup>2</sup> The assigned attorney will contact the department contact within 3 business days to schedule a meeting with the department contact, immediate supervisor, and alien. If your case appears to be a special handling case, the International Center will contact you.