



**Request for Retained Immigration Counsel Form**

➔ Please email completed form to [icfacultystaff@umich.edu](mailto:icfacultystaff@umich.edu)

**EMPLOYEE INFORMATION**

Name: \_\_\_\_\_ Current Immigration Status: \_\_\_\_\_  
Last First Middle

UMID: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Position<sup>1</sup> for which sponsorship is sought: \_\_\_\_\_ Are teaching duties part of the position:  Yes /  No

**SPONSORING DEPARTMENT INFORMATION**

Department: \_\_\_\_\_ Administrator Name: \_\_\_\_\_

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

Name of person who will sign the government forms: \_\_\_\_\_ Title: \_\_\_\_\_

→ 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

Department Billing Information/ Short Code <sup>2,3</sup>: \_\_\_\_\_ (Note that fees are non-refundable)

**TYPE OF REQUEST**

PERM<sup>4</sup> (EB-2/3)  OPR (EB-1)  National Interest Waiver (NIW)  O-1  Waiver of 212(e)

Adjustment of Status (AOS) ← select if FSIS filed immigrant petition  Other \_\_\_\_\_

**Attach** for PERM/OPR/NIW/O-1:  position description  salary information  CV  citation record (NIW/ OPR only)  
 current immigration status documents

**PREFERRED ATTORNEY** <sup>5</sup>: \_\_\_\_\_ (leave blank if no preference and FSIS will assign an attorney)

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

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

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

**International Center – Approved:** \_\_\_\_\_ **Date Sent to Attorney:** \_\_\_\_\_

**Attorney – Case Accepted:**  Yes  No

**Type of case:**  OPR  NIW  PERM  AOS  Waiver  O-1  Other: \_\_\_\_

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

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

<sup>1</sup> The position for which sponsorship is sought must be permanent or must have the expectation to be renewed indefinitely

<sup>2</sup> By providing the information above, you authorize the transfer of funds to the International Center's short code (legacy) account #941540

<sup>3</sup> For the fee schedule, refer to: <https://internationalcenter.umich.edu/fsis/fees-and-checks>

<sup>4</sup> PERM cases for Research Faculty (Research Professor and Research Scientist tracks) are normally handled by FSIS

<sup>5</sup> For more information on the retained immigration counsel program, refer to: <http://internationalcenter.umich.edu/fsis/retained-immigration-counsel>