



Request for Retained Immigration Counsel Form

- ➔ Please email completed form to icfacultystaff@umich.edu
- ➔ Please review UM green card sponsorship policy and request process [here](#)

EMPLOYEE INFORMATION

Name: _____ Current Immigration Status: _____
Last First Middle

UMID: _____ E-mail Address: _____

Position and/or working title for which sponsorship is sought: _____

Teaching duties (including substantial non-didactic teaching duties for research faculty) are part of the position: Yes / No

SPONSORING DEPARTMENT INFORMATION

Department: _____ Department Billing Information/ Short Code¹: _____

Administrator Name (initial contact for retained counsel attorney): _____

Email: _____ Phone: _____

TYPE OF REQUEST

Adjustment of Status (AOS) PERM (EB-2/3) OPR (EB-1b) National Interest Waiver (NIW) O-1 Waiver of 212(e)

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

PREFERRED ATTORNEY²: _____ (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 Consult Only

Signature of Attorney: _____ Date Accepted: _____

FSIS - Imaged: _____

¹ By signing this form, you authorize the transfer of funds to the International Center’s short code (legacy) account #941540; fees are normally non-refundable. For the fee schedule, refer to: <https://internationalcenter.umich.edu/fsis/fees-and-checks> Retained counsel fees and USCIS filing fees are charged separately.

² For more information on the retained immigration counsel program, refer to: <https://internationalcenter.umich.edu/fsis/retained-immigration-counsel>