



**Rutgers Global–International Student  
and Scholar Services**  
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**Rutgers Global–International Student  
and Scholar Services---RBHS**  
 65 Bergen Street, GA-72  
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 p. 973-972-6138  
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**Permanent Residency Sponsorship Intake Form**

Guidelines for pursuing permanent residency for academic positions through the Outstanding Professor/Researcher or Perm Labor Certification processes can be found on the ISSS website at: <https://global.rutgers.edu/resources-forms/rutgers-department>

Rutgers University policy on Employing Foreign Nationals can be found at: <https://policies.rutgers.edu/sites/default/files/60.1.2%20-%20current.pdf>

**\*\*To be completed by the employing department requesting sponsorship\*\***

Sponsoring School and Department: \_\_\_\_\_

Department Chair/Director Name and Contact info: \_\_\_\_\_

Departmental Administrator: \_\_\_\_\_

Administrator Email Address: \_\_\_\_\_

Administrator Phone Number: \_\_\_\_\_

**Employee’s Information**

Employee’s Name: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

Country of Permanent Residence: \_\_\_\_\_

Has employee ever applied for permanent residency in the US? \_\_\_\_\_

Graduation Date (PhD): \_\_\_\_\_

**Appointment Information**

Appointment Letter Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

Years of experience **post** PhD: \_\_\_\_\_

Current Length of Employment at Rutgers University \_\_\_\_\_

**Immigration Information**

Current Non-immigrant Visa Status and Expiration Date: \_\_\_\_\_

Please list all previous immigration statuses with dates: \_\_\_\_\_

**\*\*Include/attach the following:**

- C.V.
- Appointment Letter
- Job Posting/Advertisement in National Professional Journal from where the foreign national was hired (as applicable)

Kindly forward the completed form to ISSS - Scholar Services at: [iss-facultyscholars@global.rutgers.edu](mailto:iss-facultyscholars@global.rutgers.edu)