REQUEST FORM TO THE INTERNATIONAL FACULTY & SCHOLAR SERVICES

Division’s Sponsorship for Permanent Residency

International faculty, researchers and staff of The Texas A&M University System generally obtain Permanent Residency in the United States through the mechanisms of sponsored employment-based immigration. However, sponsorship of a foreign national for immigrant status (permanent residency) is not an entitlement and should not be initiated unless it is clearly demonstrated to be in the best interest of the Texas Engineering Experiment Station (TEES) to do so and the position is eligible for such sponsorship. (System Regulation 33.99.09).

By signing this form, the division is representing that it is in the best interest of TEES to sponsor the foreign national employee through the appropriate immigrant petition process based on the offer of a permanent position. The execution of this form authorizes IFSS to review the foreign national’s credentials and make appropriate administrative recommendations to the employer, including which immigrant petition process is best suited to the specific circumstances. No sponsored immigrant process should begin without the head of division first obtaining this IFSS review.

Division’s Authorization

Agency Director (Print Name)_________________________ Sign & Date:________________________

Head of Division (Print Name)_________________________ Sign & Date:________________________

Supervisor/PI (Print Name)_________________________ Sign & Date:________________________

Division Contact (Print Name)_________________________ Sign & Date:________________________

Foreign national employee’s name: ________________________________

Did a competitive recruitment and selection process take place for this position? Yes ☐ No ☐

Was it advertised in written hard copy print in a national professional journal? Yes ☐ No ☐

If affirmative, When ____________________? Where__________________________?

Is this position grant funded? Yes ☐ No ☐

For how long has the department had the grant? __________________

Will the grant be renewed? Yes ☐ No ☐

If affirmative for how many years? _______

NOTE: Please forward this form to IFSS along with a copy of the Foreign National’s detailed and updated C.V. and the Immigrant Questionnaire. Do not forward any other documentation at this time. IFSS will examine the documentation and contact the department. IFSS cannot recommend on the I-485 Adjustment of Status process because Texas A&M University is not the petitioner.
IFSS Permanent Residence Review Form
FOR IFSS OFFICE USE ONLY

Per the hiring division's request, IFSS has reviewed the credentials of _________________________. IFSS recommends that the permanent resident process be pursued under the immigrant category indicated below. IFSS administrative recommendation is based on the TAMUS policy and/or the System member rule or administrative procedure and internal standards on employment immigrant sponsorship and does not constitute a legal opinion or recommendation nor should it be interpreted as such.

**Employment Based First Preference**

☐ Extraordinary Ability
☐ Outstanding Professor/Researcher
☐ Other ______________________________________

**Employment Based Second Preference**

☐ Special Handling
☐ Regular Alien Labor Certification (See attached instructions)

**IFSS COMMENTS:**
_______________________________________________________
_______________________________________________________
_______________________________________________________
_______________________________________________________
_______________________________________________________

Reviewed by: ______________________________

Date of Review: ____________________________

**Note:** A private attorney must not be engaged to represent a member of The Texas A&M University System in any immigrant petition or application unless approved by the Office of General Counsel in accordance with System Regulation 09.04.01. However, this does not prevent a foreign national employee from retaining individual counsel to obtain his or her own legal advice or representation. (System Regulation 33.99.09). However, legal opinions obtained by the foreign national employee from immigration attorneys regarding the foreign national’s qualification under a specific immigrant category are not binding on any member of The Texas A&M University System.
Regular Alien Labor Certification
Instructions

Employment-based second preference (EB-2) category requiring an Alien Labor Certification is not handled by this office at this time. However, in accordance with System Regulation 09.04.01, the Office of General Counsel currently maintains Outside Counsel Contracts with three law firms specializing in Immigration Law, listed below:

<table>
<thead>
<tr>
<th>David J. Swaim, Jr.</th>
<th>Paul Parsons</th>
<th>Quan, Burdette, and Perez</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banner Place</td>
<td>704 Rio Grande</td>
<td>Nestor Rosin</td>
</tr>
<tr>
<td>12770 Colt Rd., Ste. 700</td>
<td>Austin, TX 78701</td>
<td>5177 Richmond Ave., Ste. 800</td>
</tr>
<tr>
<td>Dallas, TX 75251</td>
<td>512-477-7887</td>
<td>Houston, TX 77056</td>
</tr>
<tr>
<td>972-385-7900</td>
<td><a href="mailto:parsons@immigrate-usa.com">parsons@immigrate-usa.com</a></td>
<td>713-625-9200</td>
</tr>
<tr>
<td><a href="mailto:jds@tsalaw.com">jds@tsalaw.com</a></td>
<td><a href="mailto:nrosin@quanlaw.com">nrosin@quanlaw.com</a></td>
<td><a href="mailto:nrosin@quanlaw.com">nrosin@quanlaw.com</a></td>
</tr>
</tbody>
</table>

Who contacts Immigration Outside Counsel (IOC)? Contacting IOC requires previous approval from the Office of General Counsel (OGC) or/and the International Faculty & Scholar Services (IFSS) at Texas A&M University.

- If the issue is related to the preparation of a specific immigrant or nonimmigrant petition for which no in-house service is available, the System member should direct the request to the Office of General Counsel or to the International Faculty & Scholar Services at Texas A&M University if working with said office.

- If the issue requires the issuance of a legal opinion or a potential legal/litigation matter, the System member should direct the request to the Office of General Counsel.

What are the attorney fees and costs IOC services? IOC’s perform their services for System Members according to an Outside Counsel contract with the Texas A&M University System (TAMUS) that has been approved by the Office of the Attorney General. As a result, System Members do not need to enter into any type of separate contract or agreement with IOC’s. The contract for each IOC provides for flat fees on services related only to the processing of immigrant and nonimmigrant petitions. The System Member is responsible for the attorney fees and costs generated as a result of the IOC service. However, the System Member should not pay any invoice until such invoice has first obtained the approval of the TAMUS Office of General Counsel.

All correspondence with the selected attorney should be copied to Mario Rojo del Busto at mrbusto@tamu.edu. If you require additional information please call IFSS at 979-862-1719.