

Guidelines for requesting UCLA sponsorship for permanent resident status

UCLA will sponsor for permanent resident status only an individual of exceptional ability who has been offered a full-time, permanent position as a faculty member, or a researcher or other professional who is critical to UCLA's academic and research mission.

For an individual offered a non-ladder faculty position, or research or other professional position, the Chair of a department, or Dean or Director of another University unit makes a request for sponsorship through a letter addressed to Donna Vredevoe, Vice Chancellor - Academic Personnel. **The letter is brought or sent to OISS.** It is essential that UCLA sponsorship be approved, and authorized signatures obtained, prior to the submission of any documents to U.S. government agencies involved in the process of obtaining permanent resident status. UCLA provides each government agency involved with a list of authorized UCLA signatories, and instructions to return any application signed by any other person than those authorized.

The following information is included in the letter requesting sponsorship:

- title of the position offered, including step. A title which is temporary by nature, such as Postdoctoral Fellow or Postgraduate Research Engineer, is not appropriate. Some positions will be sponsored only at certain minimum steps or above, e.g. Staff Research Associate II, Programmer/Analyst II. The position offered must be permanent in that the employee is a member of the UC retirement system. In addition, the minimum requirements for the position must include a master's degree, or a bachelor's degree and two years of full-time work experience. The level of position offered must match the level of education required. For a research position which requires the doctorate degree, or for which the "outstanding researcher" classification will be requested, the minimum classification is Staff Research Associate III.
- the salary.
- the intended duration of employment. This must be at least 3 years for UCLA to consider sponsorship, and there must be no specific intended termination date.
- an explanation of how the position will be funded. The UCLA Account Name, Account Number, Cost Center, and Fund Number must be specified. If a grant is a source of funding, the principal investigator granting institution, grant number, and expiration date of the grant must be specified. If the expiration date is less than 3 years from now, the strong probability of grant renewal must be substantiated (e.g. by the history of the PI's ability to obtain funding).
- a description of the duties of the position, and a statement of the minimum education and experience requirements. The minimum requirements for the position must include a master's degree, or a bachelor's degree and two years of full-time work experience. The alien must have met these requirements prior to taking the position which is the basis for immigration.
- a statement that the department or unit is "willing to recruit as instructed by the State of California Employment Development Department." The department/unit must understand that the recruitment process will include advertisement in a newspaper or professional periodical. The cost of the advertisement will be the responsibility of the department/unit. Even if the department thinks that the alien qualifies as "outstanding researcher," a category which is exempt from the labor certification requirement, it must indicate willingness to recruit if the "outstanding researcher" petition is not successful, and labor certification becomes necessary.
- the qualifications of the alien for the position, including a brief statement of education, work experience, and special skills.

- an explanation of UCLA's need to fill the position, and an outline of the benefits to accrue to UCLA if the alien takes the position.
- if applicable, a request to pay an outside attorney to prepare the case, and an explanation of why the department wishes to do so.

If there are any questions, please call Sylvia Ottemoeller, Immigration Counselor, OISS, at 825-1681.

Office of International Students and Scholars
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