



Green Card Approval Form

This form must be submitted to the VISA Office along with the Green Card Initiation Form for permanent residence requests sponsored by Case Western Reserve University. Note that employee is self-sponsoring as well paying the costs of permanent residence, this form and the green card initiation form are NOT required.

Employee Information					
Full Name from Passport					
Date of Birth					
Country of Birth					
Country of Citizenship					
Email Address					
Position Information					
Position Title					
Department/School					
Start Date in current position					
Current Salary	\$ _____ per _____.				
Primary Worksite Address					
Is this a full-time, tenure-track or otherwise "permanent" position?	<table border="0"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td><i>Permanent residence may only be obtained for full-time, "permanent" positions, including staff, tenured or tenure-track faculty, and similar roles.</i></td> <td><i>If the answer is no, please do not submit this form, and contact VISA Director for assistance.</i></td> </tr> </table>	Yes	No	<i>Permanent residence may only be obtained for full-time, "permanent" positions, including staff, tenured or tenure-track faculty, and similar roles.</i>	<i>If the answer is no, please do not submit this form, and contact VISA Director for assistance.</i>
Yes	No				
<i>Permanent residence may only be obtained for full-time, "permanent" positions, including staff, tenured or tenure-track faculty, and similar roles.</i>	<i>If the answer is no, please do not submit this form, and contact VISA Director for assistance.</i>				
OPR/Speedtype for fees (REQUIRED)					

Department Admin/HRA Information (REQUIRED)	
Name:	
Job Title:	
Email Address:	
Phone Number:	

The following signatories approve sponsorship of the employee named above for U.S. permanent residence. By signing this form, the Department Chair agrees to pay the costs of sponsorship, which can include legal and filing fees and associated expenses for the Application for Labor Certification, if required, and Immigrant Petition. For a rough estimate of costs, please contact the VISA Director.

(Costs for adjustment of status for the employee and their dependents may be paid by the employee.)

Approval of PI/Supervisor (REQUIRED)	
Name:	
Job Title:	
Department/School:	
Office Location:	
Email Address:	
Phone Number:	
Signature:	

Approval of Department Chair (REQUIRED)	
Name:	
Job Title:	
Email Address:	
Phone Number:	
Signature:	

Approval of Dean's Office (REQUIRED)	
Name:	
Job Title:	
Email Address:	
Phone Number:	
Signature:	