

**DEPAUL UNIVERSITY  
DEPARTMENT REQUEST  
FOR SPONSORSHIP OF FOREIGN NATIONAL EMPLOYEE  
FOR PERMANENT RESIDENCY**

**Department Information**

Submitting Department: \_\_\_\_\_

Submitting Individual: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Department's Dean/VP: \_\_\_\_\_

Name and title of the  
employee's direct supervisor: \_\_\_\_\_

Department contact for follow up steps (This  
person will assist the OGC with postings and  
collecting information. It is typically a supervisor  
or administrative assistant): \_\_\_\_\_

Has the Department or College had any layoffs in the last 6 months?     Y  N

If yes, please describe: \_\_\_\_\_

**Justification For Sponsorship**

1. Does the department have a demonstrated a long-term need for the position?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Has the employee demonstrated a consistently high job performance?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Has the employee demonstrated an intent to continue employment at DePaul?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Is there a bonafide academic reason for DePaul to sponsor the employee?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Submitting  
Chair/Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Dean/VP: \_\_\_\_\_ Date \_\_\_\_\_

**Employee Information**

Employee Name: \_\_\_\_\_

Employee ID (If any): \_\_\_\_\_

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

Salary: \_\_\_\_\_

DePaul Employment Start Date: \_\_\_\_\_ Time in Current Position: \_\_\_\_\_

Current Non-Immigrant Status: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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

Work address: \_\_\_\_\_

Will the employee complete any work from home  
(creating lesson plans, grading assignments, attending  
meetings, sending emails, etc.)?  Y  N

Will the employee travel as part of their employment?  Y  N

If yes, please describe: \_\_\_\_\_

Will the employee supervise others?  Y  N

If yes, please describe: \_\_\_\_\_

Has the employee ever received a J-1 Visa?       Y  N

If so, when? \_\_\_\_\_

**Employee Contact Information**

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Home address: \_\_\_\_\_

**Required Documents**

The OGC needs copies of the following documents in order to begin:

- The job description
- The employee’s most recent resume or curriculum vitae
- The employee’s offer letter with the employee’s salary
- Advertisements that were placed for the employee’s current position if the employee is a tenure-track faculty member

**Export Controls Information**

The Department of Homeland Security’s U.S. Citizenship and Immigration Services (USCIS) requires DePaul to certify that it will comply with U.S. export controls laws governing the disclosure of technology and technical data to visa beneficiaries. Under federal law, the release of controlled technology or technical data to foreign persons in the United States—even by an employer—is deemed to be an export to that person’s country or countries of nationality. As a result, DePaul must seek and receive a license from the federal government before it releases controlled technology or technical data to its nonimmigrant workers employed as H-1B beneficiaries.

The licensing requirements described above will affect only a small percentage of beneficiaries because most types of technology are not controlled for export or release to foreign persons. Those types of technology and technical data that are subject to a license generally pertain to the production, development, or use of “dual-use” items with both civil and military applications, or to defense articles. Further information on controlled technology is available at [www.bis.doc.gov/deemedexports](http://www.bis.doc.gov/deemedexports), and further information on controlled technical data is available at [www.pmdtc.gov](http://www.pmdtc.gov).

The questions below are intended to aid the University in completing this required export controls certification. If you have any questions or concerns regarding DePaul's certification, please contact Shalyn Ganellen in the OGC.

Will the employee be exposed to technology, including software, or technical data that is not "publicly available" or in the "public domain" (i.e. published or available for general purchase or distribution)?  Y  N

If yes, please describe the technology and/or the technical data and the employee's expected exposure:

---

---

---

Will the employee be exposed to encryption software that is **not** generally available to the public?  Y  N

Will the employee be involved in conducting research?  Y  N

If yes, please describe the type of research:

---

---

---

Will the employee be exposed to technology or technical data that relates to military defense or that has dual military and civil applications?  Y  N

If yes, please describe the technology and/or technical data:

---

---

---

**Department Responsibility for Payment of Application Filing Fees**

Your department must pay all filing fees associated with this application. Over the course of the process, these fees currently total around **\$3,000.00**, but are subject to change at any time. The Office of the General Counsel will pay these fees on behalf of your department at the time of filing and will then seek reimbursement. Reimbursements are processed once a year, typically in the month of June. Please provide below the appropriate chartfield account number(s) that the OGC may use to recoup these fees, as well as the name and contact information for your department's Budget Manager.

Chartfield: \_\_\_\_\_

Budget Manager: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Please return the completed form to:**  
**Shalyn Ganellen**  
**Associate General Counsel**  
[s.ganellen@depaul.edu](mailto:s.ganellen@depaul.edu)