



GREEN CARD REQUEST FORM

EMPLOYEE INFORMATION

Employee Last Name	First Name	Middle Initial

Department Name	College	Position

Date of hire	Date of offer from Department	Employee Phone Number

Date of issuance of 1 st H1B or other status currently on	Years of eligibility left on H1B or other status currently on	Expiration date of current H1B or other status currently on

Direct Supervisor's Name	Title	Phone Number

APPROVAL

By signing below, I authorize the Human Resource and Legal Departments to proceed with beginning the application for a green card for the above mentioned employee. I understand that this includes providing an account number for these fees, which have been estimated to be \$4500 - \$5000, in addition to the filing charges, which are approximately \$600.

Dean / AVP Signature	Dean / AVP Name Printed	Date

Account Number for fees to be charged to	Object Code

Please forward the signed form to Matt Dills. either via e-mail (matthew.dills@utoledo.edu) with an electronic signature and from the e-mail account either of the Dean/AVP or through inter-campus mail at MS 205.