
PEREZ & MORRIS LLC
ATTORNEYS AT LAW

8000 Ravine's Edge Court, Suite 300
Columbus, Ohio 43235
614-431-1500 • Fax 614-431-3885

Employer-Sponsored Immigration Matters

Required Information and Documents

FROM: Oscar Budde
TO: Applicant
Date Completed: _____ (and submitted to Human Resources)

Information to be provided by employer (employee is responsible for obtaining the information from his or her department)

1. Full name of Department of hire.
2. Full name and work telephone number of Department Chair/Supervisor.
3. Applicant's complete job title with a detailed description of job duties;
4. Applicant's annual or weekly salary. If salary is based on a labor agreement, please provide evidence of the salary contained in the labor agreement, such as a copy of the cover page, table of contents, and salary ranges;
5. If applicant will be working at a location outside the Main University of Toledo campus, please provide the address where the applicant will be working;
6. A detailed description of any special projects in which the applicant will be involved, including the project name, and desired outcome;
7. If the applicant will be working as part of a team, indicate the size and composition of the team and where the professor fits into its hierarchy;
8. For permanent residency cases, copies of any advertisements (including date and name of publication) published during recruitment for the position (copy of full page on which ad appeared is necessary);
9. For permanent residency cases, a description of other forms of recruitment utilized with documentary evidence of the recruitment, if available;
10. For permanent residency cases, a preliminary report on the competitive recruitment process used, number of applicants, and documentation of why the hired professor was the most highly qualified of all the applicants;
11. For permanent residency cases, copies of all resumes received and of applicant evaluations; and
12. For permanent residency cases, a copy of the letter of offer and employment contract.

Information to be provided by Applicant

A. Applicant Information

1. Current address, telephone number and email address of applicant;
2. Copies of all university degrees, certificates, transcripts and equivalency evaluations with translations (if not in English);
3. Copy of resume and/or curriculum vita;
4. Copy of the applicant's most recent valid passport, including all pages containing information, expiration date pages and all U.S. visa pages;
5. Copy of the I-94 card (front and back of card);
6. U.S. Social Security number, if applicable;
7. Complete home address overseas;
8. Copy of ALL immigration filings, such as, but not limited to petitions for H-1B status, applications for labor certification, I-140's, etc.;
9. Copies of ALL receipt notices, requests for evidence, and any other documents prepared by the government in connection with any of the filings in 8;
10. Copies of three most recent pay stubs;
11. Travel information: provide a list of all travel outside the U.S. in the following format: Immigrant Status/Date of Departure/Date of Entry/Number of Days Outside U.S.;
12. List of immigration statuses held, including validity dates and name of employer, and/or in case of F-1 status or OPT, dates during which status was held and name of university; and
13. Birth certificate of applicant with English translation, if applicable

B. Family Information

If the applicant has a dependent spouse and/or child/children, the following information will also be required.

1. Complete name of each family member;
2. Date and country of birth of each family member;
3. Social Security number of each family member, if applicable;
4. Copies of the passport of each family member, including all pages containing information, expiration date pages and U.S. visa pages;
5. Copies of the I-94 card (front and back) of each family member;
6. Copy of marriage certificate with English translation, if applicable;
7. Copies of birth certificates of spouse and each child not born in the U.S. with English translations, if applicable; and
8. Travel information for each family member: provide a list of all travel outside the U.S. in the following format: Immigrant Status/Date of Departure/Date of Entry/Number of Days Outside U.S.

Photographs and Medical Examinations

Please do not obtain any photographs or medical examinations unless and until UT determines that they will be necessary. UT will notify you by email if photographs or a medical examination will be needed.

For further information please contact Matt Dills (419)530- 1470.