



GREEN CARD REQUEST FORM & AGREEMENT

Please complete and forward the signed form to OISSS.

Employee Information		
Family (last) Name:	Given (first) Name:	Middle Name(s):
Phone:	Position:	Start Date:
Offer Letter Date:	Issue Date of Initial H-1B:	Expiration Date of Current H-1B:

Sponsoring Department Information		
Direct Supervisor:	Title:	Phone:
Department:	College:	

Agreement

It is hereby agreed that we, Employee Name:, hereinafter "Employee", and

College Name: hereinafter hiring "College," the undersigned, authorize the Office of International Student & Scholar Services (OISSS) and the Office of Legal Affairs to proceed with the commencement of applying for permanent U.S. residency (green card process) on behalf of the Employee. The College and its named representatives will be responsible for the sponsorship of the "green card" or any immigration related filing.

We agree that the assigned immigration attorney ("Assigned Counsel") has, in his/her sole discretion, the authority to make the final decision regarding the most appropriate immigration option to pursue, including, but not limited to, the timing of the commencement of any and all immigration-related filings, employment-based immigration category under which to file, and other legal strategy. As it pertains to reimbursement of filing fees or attorney fees the Department is responsible and obligated to seek advice on the legality of reimbursement. Generally, the most common "green card" matter (PERM related) does not allow the employee to reimburse or pay for attorney fees and certain filing fees. The Department is solely responsible for ensuring that and the University of Toledo remains in compliance and shall assume responsibility of any and all fees.

We agree that all fees will be directly charged and immediately paid for by the College (aside from I-485 fee below), and only where the College is authorized under this Agreement to seek reimbursement from

Employee, it may do so. Any internal demand for payment made upon Employee must be communicated by the College only, and not by OISSS or the Office of Legal Affairs. The college is advised to consult with assigned counsel regarding any reimbursement of legal fees.

Attorney’s Fees Accrued in Preparation of Filing

If the category known as “Outstanding Professors and Researchers” (EB-1(b)) is recommended by Assigned Counsel, the College agrees it may either pay the attorney’s fees on Employee’s behalf, or seek reimbursement of attorney’s fees charged to its account directly from Employee. These fees are estimated to be \$9,000 - \$11,000. The College or Department may request or demand Employee reimburse it for paid attorney’s fees. Employee agrees to promptly pay or reimburse the College.

If the category known as “Individuals Holding an Advanced Degree” (EB-2) is recommended by Assigned Counsel, then the College agrees, pursuant to federal law, that it is *solely* responsible for all attorney’s fees and related costs charged in the preparation and filing of the U.S. Dept. of Labor Form ETA 9089 (Labor Certification) and the U.S. Dept of Homeland Security/USCIS Form I-140 (Immigrant Petition for Alien Worker). These fees are estimated to be \$5,000 to \$7,000. The College shall not seek reimbursement from Employee in any manner for these fees.

Government Filing Fees

I-140 Filing Fee. This fee of \$700 shall always initially be paid for by the College. However, consistent with federal law, the College and Employee agree that the College may seek reimbursement from Employee for this fee, regardless of whether the EB-1(b) or EB-2 category is selected. However, this relates to the filing fee for the I-140 only, and the College will be responsible to ensure that any reimbursements comply with federal regulations, and should consult with assigned counsel prior to acceptance from their Employee.

I-485 Filing Fee. This fee of \$1,140, used for the Application to Register Permanent Residence or Adjust Status, must always be paid by the Employee. The University of Toledo does NOT pay for the costs or attorney’s fees associated with the filing of an employee’s I-485 or the costs associated with the filing of any petition or application for an employee’s spouse or dependent(s). Any I-485 filing fees, in addition to any attorney’s fees, will be the responsibility of Employee. Employee may be billed directly by the Assigned Counsel.

Employee Signature	Employee Name Printed	Date
Dean/Chair Signature	Dean/Chair Name Printed	Date
Index to Charge Fees to	Account to Charge Fees to 71108	

Email the completed and signed form to Marym.Sedique@utoledo.edu and Anne.Bennett@utoledo.edu. OISSS will review the form and contact the department with further instructions.
