

Arkansas State University
Authorization to

Representation by Attorney

To be completed by the Sponsoring Department (Chair or Director):

International Employee's Name: _____
Last First M

Sponsoring Department: _____

Attorney Representing Alien: _____

Name, Address and Contact Number of Attorney, if not Ogletree: _____

By signing this form, I give permission to begin the process of applying for an immigrant visa (permanent residence) for the alien named above, under these conditions:

1. The position offered to the alien is a regular University hire, and fits the USCIS description of a "permanent" position. Permanent means: either tenured, tenure-track, or for a term of indefinite or unlimited duration in which the employee would normally have the expectation of continued employment.
2. All paperwork prepared by the attorney will be forwarded to the appropriate Vice Chancellor for final review prior to submission to any government agency.
3. The sponsoring department (chair or director) shall sign USCIS and Department of Labor forms pertaining to the application process for this individual:

Name: _____ Phone: _____

Title: _____ Fax: _____

Email Address: _____

Print Name: _____ Date: _____

Signature of Director or Chair: _____

Print Name: _____ Date: _____

Signature of Dean: _____

Note: *This form does not in any way obligate the sponsoring department to pay the fees of the aforementioned attorney. Arrangements for repayment of legal fees will be discussed during the initial conference call. The signing of this form only obligates the University to pay the fees of the attorney for the preparation of the Labor Condition Application. Arrangement for payment of the remaining legal fees should be made between the alien, his/her department, and the attorney.*

1. The original form is submitted to the University Legal Counsel.
2. A copy will be sent to the appropriate vice chancellor.
3. A copy will be sent to the department for the individual's personnel file.
4. A copy will be sent to Human Resources- Faculty and Staff Immigration Specialist.
5. A copy will be sent to the non-immigrant employee.

Approval by the Vice Chancellor for the international employee and relevant officials to communicate with the above named attorney:

Name of Vice Chancellor (please print): _____ Date: _____

Signature of Vice Chancellor: _____ Date: _____