OISS PERMANENT RESIDENCY PROCESS

The Sponsoring department submits a PR Initial Review Form to OISS. Within 5-10 business days, OISS reviews the suitability of the position being offered for University sponsorship. If suitable, OISS requests the sponsoring department to If not suitable for University sponsorship, the case is closed. complete: Statement of Responsibility for Legal Costs; PR Biographic Information Form(s); PR Questionnaire for the Sponsoring Department; and PR Questionnaire for the Foreign National. OISS contacts the sponsoring department and the immigration attorney to set up the meeting. * Above-mentioned three forms and the employee's resume must be received by OISS 7 business days prior to the scheduled meeting with the attorney. The PR meeting takes place in OISS. * The attorney chairs the meeting. The OISS advisor attends the meeting to answer any questions that may arise. However, the meeting is basically to gather additional information, to select the best PR category for the employee, and to discuss issues/concerns/future actions. The attorney corresponds directly with the sponsoring department and copies OISS. December 2008 The attorney sends forms to OISS for signature. The attorney sends correspondence regarding the

applications to the sponsoring department and copies

OISS.

Office of International Students and Scholars Wayne State University