

SOUTHEASTERN UNIVERSITY
Permanent Residency
Department Request Form – Part A

Faculty

Information about the position: *(please print)*

Department: _____

Job Title: _____ Annual Salary: _____

Minimum Degree Required: _____ Major Field(s) Req'd: _____

No. Years Required Experience: _____ Other Special Requirements: _____

Is this position Full-Time? ☐Yes ☐No Is this an entry-level position? ☐Yes ☐No

Name and Title of Position's Immediate Supervisor: _____

Contact Info of Supervisor: _____

Funding Source *(attach written confirmation from Budget Officer)*: _____

Information about the prospective/current employee:

Family Name: _____ First Name and M.I.: _____

Date of Hire: _____

Please check appropriate category:

- ☐ Extraordinary Ability in the Sciences, Arts, Education, Business, or Athletics
- ☐ Outstanding Professor or Researcher
- ☐ Advanced Degree Holder
- ☐ Professional with Bachelor's Degree
- ☐ Religious Worker

Highest Academic Degree awarded and Field of Study: _____

Attach to this form:

- Permanent Residency Employee Profile Form – Part B (completed by foreign national) & attachments
- Letter including information requested in policy
- Evidence of dept. funding (at least 3 years' salary plus Perm Res costs) – written confirmation from Budget Officer

Signatures

Department Chair Date _____ Dean Date _____

Vice President for Academic Affairs Date _____ President Date _____

SOUTHEASTERN UNIVERSITY
Permanent Residency
Employee Profile Form – Part B
(To be completed by beneficiary)

Faculty

(Please print)

Family Name _____

First Name and M.I. _____

Date of Birth _____

Social Security Number _____

Phone Number _____

Email Address _____

Gender: ☐Female ☐Male

Country of Birth _____

Country of Citizenship _____

Current Immigration Status _____

Expiration (MM/DD/YYYY) _____

U.S. Address _____

Foreign Address _____

Statement of Commitment to working at Southeastern University *(attach add'l pages if necessary)*: _____

I certify that the information provided is true and accurate to the best of my knowledge.

Signature: _____

Date _____

Attach copies of the following:

- C.V. or Resume
- Diploma and transcripts with translations (documents must list field of study)
- Copy of ID page(s) of your passport
- Copies of immigration documents (if currently in the U.S.)