M E M O R A N D U M

TO: International Student and Scholar Services  
FROM: **[Insert Department Chair Name and Department Title]**  
SUBJECT: Processing a Green Card application for **[Insert Applicant Name]**  
DATE: **[Insert Date]**

The **[Insert Department Title]** requests the assistance of ISSS in filing a permanent residency petition (green card) for **[Insert Applicant Name]**, a **[Insert Applicant Position]** in **[Insert Department Title]**.

Due to **[Insert Pronoun]** many contributions and **[Insert Pronoun]** key role in our **[Insert Primary Function (research, teaching, etc.)]** at the University, we are making a commitment to hiring **[Insert Applicant Name]** for the long term and indefinite future. We would like for the University to move forward and begin the process of obtaining permanent residency (a green card) for **[Insert Applicant Name]**.

We understand that in order to initiate the process of the green card, we need to have a permanent, fulltime position for **[Insert Applicant Name]**. I attest to the following:

1. **[Insert Applicant Name]** position is not a postdoctoral position

2. It is a long term and indefinite position

3. It is fulltime (100% FTE)

4. Funding for the position is reasonably assured for the next 5 years

We understand that this is a basic criteria for filing for permanent residency, and that without a fulltime, permanent position, we would not be able to file this petition.