

Department Application for Permanent Residency Sponsorship

This form should be completed by the chair of the sponsoring department, NOT the employee.

Thank you for using the sponsorship application seeking university sponsorship for your employee's permanent residency. We understand this process is very detailed and meticulous, and we appreciate your assistance. Your accuracy in completing this form and submitting the required and requested documents will enable us to complete the visa process with minimal interruptions. Below is a link to the sponsorship letter template that is required. Please download the letter titled "Department Chair to Dean" listed in the first set of letters. Please edit the letter as necessary, print on university letterhead, sign and upload and return via email with this application. Please keep the original letters in the employee file.

Please return this application and all supporting documents to visas@gcsu.edu. Please label your documents appropriately and accordingly as to what they are. We WILL NOT begin processing this sponsorship application until all documents have been received.

Once you have submitted all documents, the international employee will receive an email with a link to complete the employee PR sponsorship application. This email will be sent to the email address you provide us with for your international employee. PLEASE BE SURE TO ENTER THIS EMAIL ADDRESS CAREFULLY AND ACCURATELY.

Should you have any questions regarding this process, please contact:

Cathy Stevens
Office of Legal Affairs
478.445.2037
cathy.stevens@gcsu.edu

Departmental PR Sponsorship Letter
<http://immigration.gcsu.edu/sponsorship-templates>

Employee Information

First Name

Last Name

Suffix (III, Jr., Sr...)

Date of Birth

Gender

Male

Female

Address 1

(Please enter the employee's current mailing address. If this is a P.O. Box, please include the street address if you have it.)

Address 2

City

State/Province (U.S. or Canada residents only)

Foreign State or Province

Phone Number

Employee Email address
(PLEASE BE SURE TO ENTER ACCURATELY AND CAREFULLY)

Highest Degree held by employee

Bachelors Degree

Masters Degree

Doctoral Degree

Degree field of study (please be specific)

Information About the College and Department Requesting Sponsorship

Name of Sponsoring College

Department Name

Name of Department Chair

Department Chair Email

Department Chair Phone Number

Department Campus Box

Information About the Employee's Position

Job/Position Title

Annual Salary

Employment Start Date

Date Job offer was made to employee (date on job offer letter)

Location of Employment

* If employee will be working at both campuses, please select both campuses

Milledgeville Campus

Macon Campus

Does this job require any classroom teaching of GC courses?

Yes

No

If you answered 'yes' above, please list the names of each course taught.

Minimum educational requirement for position.

Bachelors Degree

Masters Degree

Doctoral Degree

Required degree field, or area of specialization for this position

Is there any special training or licensing required for this position, in addition to the degree requirement?

Yes

No

If you answered 'yes' to the above question, please explain.

Requested Documents

Please attach and send the following documents with this application to visas@gcsu.edu

- Departmental Sponsorship Letter
- Employment Offer Letter
- Copy of the Ad
- Job Description including duties and requirements
- Any other document that might be helpful