

Outside Counsel Request Form (OC-01)

UC Santa Cruz sponsorship for permanent resident status may be sought for a foreign national who is offered full-time, permanent academic employment and who may or may not already hold nonimmigrant work authorization. The Professor Series, Lecturer with Security of Employment Series, and the Continuing Lecturer title (with 9/12 appointments) are all considered permanent for purposes of permanent residency sponsorship. An academic term appointment (as defined in [APM 137](#)) that is renewable indefinitely may be considered permanent for the purposes of permanent residency sponsorship if there is a guaranteed minimum of three years of secured funding, and a reasonable expectation of a permanent employment need.

The initial outside counsel request process is initiated by the UC Santa Cruz sponsoring department. Once completed, please submit the form and all supporting documents to Gabriele Schmiegel, Assistant Director, at ischolar@ucsc.edu.

This form must be typed. No consultation will be scheduled unless the form is completed, signed, and submitted by the department with all supporting documents.

Please include the following required documents in a separate file:

- Copies of Employee and Dependent(s) Passport Biographical Pages
- Initial UCSC Offer Letter
- Recruitment Documentation (i.e. any ad posting to recruit for the position)
- Copy of Curriculum Vitae with Link to Google Scholar
- Most Recent I-797A Approval Notice for Employee and Dependents (if applicable)
- Copy of Most Recent H-1B Visa Stamp in Passport (if applicable)
- Most Recent I-94 Arrival/Departure Record (if currently or previously in the U.S.)

SECTION A. EMPLOYEE INFORMATION

Surname/Family Name(s):	Given/First Name(s):
UCSC Email:	Gender (as appears on passport): <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth (mm/dd/yyyy):	Place of Birth (City & Country):
Employee Residential Address:	Employee Work and Cell Phone Numbers:

SECTION B. IMMIGRATION INFORMATION

Current Immigration Status:	Has employee (or dependents) ever held any other status?
Any personal information that may affect PR application (e.g. marriage to US citizen)?	Does employee have dependents that will be included in PR process? If yes, complete section C.
Does employee hold H status? If yes, list all periods of H status with any employer and expiration date.	Has employee ever held J--1 status? Are they subject to 212 (e)?

SECTION C. DEPENDENT INFORMATION (Please attach separate page with information if more than one dependent)

Surname/Family Name(s):	Given/First Name(s):
Date of Birth (mm/dd/yyyy):	Place of Birth (City & Country):
Current Immigration Status:	Has dependent ever held J--1 status? Are they subject to 212 (e)?

SECTION D. EMPLOYMENT INFORMATION

Appointment Title:	Date of Offer and Employment Dates:
Department Name and Contact:	Supervisor Name and Contact:
Is this position permanent (i.e. tenured, tenure--track or employed for indefinite or unlimited duration)?	If not employed by UCSC, list: current employer and expected UCSC Start Date:
Is telecommuting an option for this position?	Was a competitive search conducted to fill this position?

SECTION E. REQUIRED SIGNATURES**The Department certifies the following:**

We understand that no commitments to a prospective employee may be made in advance of approval of this request, and that all commitments need be contingent upon the award of the requested benefit from the U.S. government. We agree to use the attorney approved by the General Counsel of the Regents and approved to assist in this case by the UC Santa Cruz Division of Global Engagement.

Beneficiary				
Print Name	Signature	Date	Phone	Email
Department Manager				
Print Name	Signature	Date	Phone	Email
Department Chair				
Print Name	Signature	Date	Phone	Email
Dean or Official Designee's Approval				
Print Name	Signature	Date	Phone	Email

SECTION F. BILLING INFORMATION

Upon review of the intake documentation and the employee's immigration history, outside counsel will propose a plan for each individual case. Additional expenses not listed below may be incurred and if so, an amended OC-01 will be requested to adjust the approved budget.

Please check all applicable fees to be paid on behalf of the employee and dependents.

Permanent Residence Process with Labor Certification: EB-2 Faculty Special Handling	
Legal Fees	<input type="checkbox"/> Special Handling Labor Certification - \$3,000 <input type="checkbox"/> Immigrant Petition (I-140) - \$2,500
USCIS filing fee - optional but recommended in all cases	<input type="checkbox"/> Premium Processing Service Fee - \$2,500
USCIS filing fee	<input type="checkbox"/> Form I-140 Immigrant Petition for Alien Worker - \$700

Permanent Residence Process: EB-1 Outstanding Professors and Researchers, National Interest Waiver	
Legal Fees	<input type="checkbox"/> Immigrant Petition (I-140) - \$6,000
USCIS filing fee - optional but recommended in all cases	<input type="checkbox"/> Premium Processing Service Fee - \$2,500
USCIS filing fee	<input type="checkbox"/> Form I-140 Immigrant Petition for Alien Worker - \$700

Adjustment of Status (any Permanent Residence Process)	
Legal Fees	<input type="checkbox"/> Principal Employee - \$2,500 <input type="checkbox"/> Spouse (concurrent with I-140) - \$1,500 <input type="checkbox"/> Child (concurrent with I-140) - 1,000
USCIS filing fee; applies to all applicants and dependents	<input type="checkbox"/> Form I-485 Application - \$1,225

Incidental Fees (any Permanent Residence Process)	
Legal Fees - required but fees only charged when incurred.	<input type="checkbox"/> Attorney fees for copying, FedEx, USPS - \$750

Total Budget Requested				
Account Name:	Fund:	Org:	Activity:	Total Amount (required):

REQUIRED FINANCIAL APPROVERS

We affirm that all legal fees and associated costs incurred in this case will be paid through an authorized UCSC FOAPAL.

Tier 1 Approver				
Print Name	Signature	Date	Phone	Email

Tier 2 Approver				
Print Name	Signature	Date	Phone	Email