

FORM OC01: Initial Outside Counsel Request

This process is initiated by the UC Santa Cruz sponsoring department. Once completed, please submit form and all supporting documents to Frank Calabrese, Director of ISSS, at fcalabre@ucsc.edu. This form must be typed.

Please include the following:

- Copies of Employee and Dependent(s) Passport Biographical Pages
- UCSC Offer Letter
- Recruitment Documentation (i.e. any ad posting to recruit for the position)
- Copy of Curriculum Vitae
- Most Recent I-797A Approval Notice (if applicable)
- Most Recent [I-94 Arrival/Departure Record](#) (if currently or previously in the US)

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 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, please complete section C.
Does employee hold H status? If yes, please 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, please list: Current employer: Expected UCSC Start Date:
Was there a competitive search conducted to fill this position? <input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION E. BILLING INFORMATION. Please reference the [schedule of fees](#).

Please check all applicable fees the department will pay.

- | | |
|--|--|
| <input type="checkbox"/> Legal Fees – Employee I-140 | <input type="checkbox"/> USCIS Filing Fees – Employee |
| <input type="checkbox"/> Legal Fees – Employee I-485 | <input type="checkbox"/> USCIS Filing Fees - Dependent |
| <input type="checkbox"/> Legal Fees – Dependent | |

Account Name: _____ Fund: _____ Org: _____ Activity: _____ Amount (required): \$ _____

SECTION F. SIGNATURES.

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 affirm that all legal fees and associated costs incurred in this case are the sole responsibility of our department. 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. We understand that General Counsel will pay the legal bills and then recharge our department.

Further, we understand that ISSS is the only approved signor for petitions related to this case and we will not sign such petitions nor will we sign an attorney Entry of Appearance (Form G-28).

REQUIRED SIGNATURES:

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