

FORM OC01: Initial Outside Counsel Request

SECTION A. EMPLOYEE INFORMATION.	
Surname/Family Name(s):	Given/First Name(s):
UCSC Email:	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
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:

SECTION E. REQUIRED DOCUMENTATION TO BE ATTACHED.

1. Biographical page of passport
2. Diploma
3. Current Curriculum Vitae (CV) or resume
4. Job Description and job requirements
5. If teaching position, need copy of offer letter and at least one national ad for position (not UCSC website posting)
6. H-1B approval notices (if applicable)
7. DS-2019s, J-1 visa stamps and waivers (if applicable)

SECTION F. BILLING INFORMATION. Please contact Parinaz Zartoshty, Director of ISSS, for a schedule of attorney fees.

Will the department be paying the legal fees? Please check all that apply:
 ___ Employer petition ___ Dependent Fees ___ Adjustment of Status ___ Dependent Filing Fee ___ Filing Fees

Account Name: _____ Fund: _____ Org: _____ Activity: _____ Amount: _____

SECTION G. 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 an attorney approved by the General Counsel of the Regents and approved to assist in this case by the UCSC International Education Office. We understand that General Counsel will pay the legal bills and then recharge our department.

Further, we understand that the Executive Vice Chancellor is the only approved signor for petitions related to this case and we will not sign such petitions nor will we sign a Power of Attorney (Form G-28). We understand that all petitions and forms, as well as letters summarizing job-offers, will be submitted to the Executive Vice Chancellor for signature after review by UCSC ISSS for compliance with the proposed job offer (not for content, which will be the responsibility of the attorney in conjunction with the dept.).

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's Approval:

PRINT Name	Signature	Date	Phone	Email
------------	-----------	------	-------	-------