

Green Card/Permanent Residency Process Flow Chart

Permanent Residency

Permanent residency is defined as having been granted lawful permission to reside in the United States on a permanent basis, or indefinitely, as an immigrant. The process of sponsoring an employee for permanent residency requires that the University of Central Florida petition the United States Citizenship and Immigration Services (USCIS) on behalf of the employee.

UCF policy requires that an employee have been employed with the University for at least one full year, or an academic year for faculty (Fall and Spring), before a department can initiate the permanent residency process. In most circumstances, the permanent residency process is initiated as early as possible in the fourth year of the employee's H-1B eligibility. However, the process can be initiated at any point after the employee satisfies the one year employment requirement.

The entire process can be lengthy as it involves up to three government agencies, and the final decision to grant permanent residence is made by USCIS. For more detailed information on how to initiate this process, please refer to the flowchart.

Please note: Permanent Residency may be pursued by the employer or employee through alternative methods other than the one mentioned above. These can be determined on a case by case basis. Please inquire with ISC if you require further information.

Contact Information:

Employment and Taxation

ucftax@mail.ucf.edu Phone: 407-823-2337 Fax: 407-823-2526

Mailing Address for Filing Fees:

Fragomen, Del Rey, Bensen & Loewy LLP

University Team One Alhambra Plaza, Ste 600 Coral Gables, Fl 33134

Permanent Residency Process Flow Chart

Employee contacts chair for approval. Chair sends approval email to department's administrative contact.

If you do not have an IHP login, please contact ISC.

Administrative contact initiates and submits a PERM/ Labor Certification questionnaire in UCF's Immigration Home Page (IHP).

ISC reviews questionnaire.

Upon ISC approval of questionnaire, **General Counsel** completes \$500 ID transfer for case initiation.

ISC requests department generate a letter of good standing (This letter confirms the candidate is in a permanent, full-time position and is in good standing with the Univeristy).

» If candidate is employed less than one year at UCF, the department's Dean must request an exception to the one-year minimum requirement in said letter.

ISC approves questionnaire on portal.

Fragomen contacts employee to grant access to IHP. Employee must complete employee questionnaire.

Fragomen submits Prevailing Wage request to the Depertment of Labor.

Prepares Notice of Job Availability (N.O.J.A) to be placed for 10 consecutive business days.

- Drafts advertisements. Assembles PERM file.

International Services Center:

- a. Posts N.O.J.A at job site and via in-house n
 b. Places job order with SWA if applicable.

- Coordinates additional recruitment efforts if needed

Department reviews resumes in response to advertisements and documents results of recruitment.

Fragomen sends ETA 9089 and PERM file to department and employee for confirmation of accuracy.

Department and employee review, sign and return application to Fragomen.

Fragomen files ETA9089 with Department of Labor (DOL).

DOL approves, denies, or audits case.

If DOL approves case, employee proceeds to file forms I-140 and I-485.

E&T