

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

