

Arkansas State University
Authorization to Engage

REPRESENTATION BY ATTORNEY

Non-Immigrant Employee's Name:

Last

First

M

Sponsoring Department:

.....
By signing this form, I give permission to begin the process of applying for an immigrant visa (permanent residence) for the alien named above, under these conditions:

1. The position offered to the alien is a regular University Hire, and meet the Government's description of a "permanent" position. Permanent means: either tenured, tenure-track, or for a term of indefinite or unlimited duration in which the employee would normally have the expectation of continued employment.
2. All paperwork prepared by the attorney will be forwarded to the appropriate Vice Chancellor for

Name: _____ Phone: _____

Title: _____ Fax: _____

E-mail address: _____

Signature of Vice Chancellor or Associate

Vice Chancellor: _____ Date: _____

Print Name: _____

Note: *The signing of this form only obligates the University to pay the fees of the attorney for the preparation of the Labor Condition Application. Arrangements for payment of the remaining legal fees should be made between the alien, his/her department and the attorney.*

1. The original form remains with the appropriate vice chancellor.
 2. A copy will be sent to the department for the individual's personnel file.
 3. A copy will be sent to the faculty immigration specialist.
 4. A copy will be sent to the non-immigrant employee for the attorney.
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