

3. Department Head's Recommendation to the Dean Must be on Departmental Letterhead

Date

MEMORANDUM

To: Dean _____, College of
From: _____, Head, Dept of _____
Re: Permanent Residence Sponsorship of _____

I am writing to request that Florida Tech support Dr. _____'s application for permanent residency in the following category:

_____ EB-1 Outstanding Professor/Researcher **OR** _____ EB-2 PERM Labor Certification

Dr. ____ joined the department in _____. His latest term of appointment as ____ Professor is from _____ to _____. Based on his record of teaching, research, and service, he will be recommended for re-appointment in the spring _____.

Dr. ____ has outstanding potential to become a distinguished member of the faculty. (Here briefly explain research, publications, experience, awards, etc.)

Dr. ____ has signed a letter committing to serve the University for a minimum of three years as required for Florida Tech's Policy on Permanent Residence. This statement also indicates that he/she will reimburse on a prorated basis, the College of ____ for any legal fees incurred on his/her expense, should she/he leave the university before the three year employment commitment is satisfied.

If it is found that Dr. _____, only qualifies for sponsorship under the EB-2 Special Handling classification, the academic department ____ will cover the legal and advertising fees associated with the Labor Certification process estimated at approximately \$2500-\$4000.

Any funding that will be paid for by the academic department will be provided by:

ORG:
INDEX:
FUND:
ACCOUNT:
PROGRAM: