



MEMORANDUM

TO: Office of International Students and Scholars

FROM: Name & signature of Department Chair Date

Name & signature of College/Division Dean Date

RE: Statement of Responsibility for Legal Costs and Intent to Petition for Employment Based Permanent Residency

This memo serves to confirm that we have a full-time, permanent employment opportunity with no fixed termination point to offer the individual named below.

We have reviewed "Outside Legal Counsel for Immigration Matters: Summary of Fees Effective November 2014" (on page 2) regarding the estimated costs of obtaining outside legal counsel in seeking employment-based permanent residency. We acknowledge and concur that the College and/or Department will pay all legal costs associated with the petition process.

We hereby request that the office of the General Counsel identifies a qualified immigration attorney to pursue an employment-based petition for permanent residency on behalf of:

Name of Employee:

Current Position:

Proposed Position:

Sponsoring Department:

Sponsoring Department Chairperson:

We further request that the Office of the General Counsel bills our charges for this case to University Account # . We understand that the Office of International Students and Scholars will notify us of the attorney assigned to this case. The Office of International Students and Scholars will coordinate efforts by the hiring department, the sponsored employee, and the attorney. We have retained a copy of this memo for our records. We also understand that we are responsible for attorney fees should we decide to discontinue the PR process or if circumstances beyond our control arise during the process that precludes the prospective employee from obtaining permanent residency.

OUTSIDE LEGAL COUNSEL FOR IMMIGRATION MATTERS: SUMMARY OF FEES

Immigrant Visa Petitions Requiring Labor Certification	Fee
Permanent Employment Certification (PERM)	\$3,000
Special Handling (Faculty) Permanent Employment Certification	\$1,800
Immigrant Visa Petition (Form I-140 – separate form PERM)	\$600
Immigrant Visa Petitions NOT Requiring Labor Certification	
Outstanding Professor/Researcher Immigrant Visa Petition (Form I-140)	\$2,500 - \$4,000
National Interest Waiver Immigrant Visa Petition (Form I-140)	\$2,500 - \$4,000
Extraordinary Ability Immigrant Visa Petition (Form I-140)	\$2,500 - \$4,000
Adjustment of Status	
Adjustment of Status (Form I-485) for Principal, i.e., individual being sponsored for permanent residency by Wayne State	\$1,800
Adjustment of Status for Eligible Dependents:	
- 14 years of age or older	\$750
- Younger than 14 years of age	\$500
Employment Authorization (Form I-765) or Application for Travel Document (Form I-131) subsequent to filing Adjustment of Status	\$350 for <u>each</u> application
O-1 Extraordinary Petitions (Form I-129)	\$2,200
Special Legal Services	
Special services in addition to those listed above will be provided at an hourly rate.	\$250