TO: Academic and Administrative Department Heads  
DATE: April 11, 2016  
FROM: Patricia Doherty, Director of International Students and Scholars Office  
David Everitt, Sr. Associate Director of Human Resources/Affirmative Action  
RE: Permanent Residency Sponsorship Policy ["Green Card"]

This memo is written to inform departments of Clark University's policy in regard to sponsoring permanent residency status (green card) for University faculty and staff. This process was developed in accordance with new Federal guidelines (PERM) regarding the on-line processing for applying for permanent residency.

The University will sponsor certain positions for permanent residency. If a department is interested in pursuing permanent residency for a faculty or administrator, we request that you initially contact the Office of Human Resources/Affirmative Action. The HR/AA office will confer with the International Student and Scholars Office to determine if the position held by the faculty or administrator is likely to qualify for University sponsorship. If so, the International Student and Scholars Office will begin the permanent residency process and serve as Clark's liaison to the immigration attorney the University uses for these applications. *No other attorneys will be allowed to process permanent residency applications on behalf of the University.*

If you have any questions about this policy please contact the International Student and Scholars Office or Human Resources/Affirmative Action.