Northwestern

OFFICE OF INTERNATIONAL STUDENT AND SCHOLAR SERVICES

Lawful Permanent Resident Request Form
Updated 10/2026

LAWFUL PERMANENT RESIDENT (LPR) PROCESSING REQUEST FORM (DEPARTMENT SECTION)

1. **Purpose:** This form is for departments requesting Northwestern University's sponsorship for Legal Permanent Residency for faculty, researchers, or staff.
2. **Completion:** The sponsoring department and beneficiary are to fill out their respective portions of the form.
3. **Submission:** The **sponsoring department** returns the completed form and the required documents to the Office of International Student and Scholar Services (OISS) via email at lpr@northwestern.edu
4. **Caution:** Employees are required to wait for approval from OISS before signing a contract with a selected attorney. Pursuant to federal regulations, the beneficiary cannot perform tasks related to the recruitment process nor pay for any of the costs associated with the preparation or filing of a certification application.
5. **Preparation:** Review guidelines on the OISS website before submitting this request.

DEPARTMENT INFORMATION

Department Contact Name:

Hiring Department/School/Unit:

Email: Phone:

POSITION AND EMPLOYMENT INFORMATION

Name of Employee:

Position Title: Annual Salary:

Date of signed offer letter: Official start date:

Is this position ongoing and permanent in nature? ◯ YES ◯ NO

Is there ongoing funding for this position? ◯ YES ◯ NO

Degree required: Field of study:

FEE AUTHORIZATION

An OISS fee of $2,750 will be charged once your application is received by our office.

PLEASE NOTE: Your account number will always be 76780. Please keep it open for a period of two weeks.

Hiring Department Chartstring:

Fund: Dept. ID:

Project ID: Activity Code:

Hiring Principal Investigator or Faculty Sponsor:

Printed Name:

Signature: _____ Date:

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DEPARTMENT AUTHORIZATIONS

This is to confirm that the information provided is correct, and the department will support the above-named employee for lawful permanent residence. Furthermore, I attest that the position is ongoing in nature and funding will be continued.

Department Chair/Director: _____
Signature

Printed Name: Date:

Dean: _____
Signature

Printed Name: Date:

BENEFICIARY SECTION

BENEFICIARY INFORMATION:

Family Name:
(as listed in your passport)

First Name:
(as listed in your passport)

Date of Birth:

Northwestern or Personal Email:

Current Non-Immigrant Status:

Current Status Start Date: Current Status Expiration Date:

Country of Birth: Country of Citizenship:

Number of Dependents: Relationship of the Dependent(s):

Country of Citizenship for Dependent(s):

Has any other attorney filed an LPR petition on your behalf? ◯ YES ◯ NO

Have you ever been in J-1 status? ◯ YES ◯ NO

Do you have an I-612 waiver of the 212e requirement? ◯ YES ◯ NO

INCLUDE WITH THIS FORM THE FOLLOWING DOCUMENTS IN A SINGLE PDF

1. **Copy of Passport Biographical Page:** for the beneficiary and all dependents.
2. **Curriculum Vitae (CV)**
3. **Peer Review Contributions:** Include details of your role as a reviewer in your field, covering journals, conferences, and/or organizations.
4. **Published Articles:** Clearly indicate your role in each publication (e.g., first author, co-first author, primary author). Highlight any publications that have received significant attention, such as being featured or discussed by others, beyond standard citations. This helps assess your individual contributions to the field.
5. **Cited Research:** Include details of any articles or media that have been written about you or your work in the field.
6. **Google Scholar Report:** Include your latest Google Scholar report.
7. Previously Attained I-140 receipt or approved notice (if applicable)

Ensure all documents are complete and accurately reflect your contributions to your field. Once a completed request has been received, OISS will follow up with further details regarding outside counsel and ongoing case management.