

W&M Permanent Residency Sponsorship & Financial Agreement
(updated May 10, 2024)

This form must be completed and signed for any employee of William & Mary (hereafter referred to as “W&M”), for whom W&M will sponsor employment based permanent residency.

Employee Name	Banner ID
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This is to confirm that the above listed employee *and* position meet the criteria for permanent residency sponsorship by W&M as outlined in the ***Employment Based Permanent Residency Policy of William & Mary*** and we endorse this application for permanent residency accordingly.

It is understood that “sponsorship for permanent residency” solely constitutes an agreement by W&M to authorize the state appointed immigration attorney to file an application for Labor Certification (PERM) and permanent residency on its behalf with the employee as the beneficiary. Sponsorship does not imply any financial agreement regarding the above matters except for payment of attorney fees and costs for the Labor Certification application or the equivalent amount toward preparation of an EB-1B I-140 Petition. Any financial arrangement beyond this is outlined in the Permanent Residency Sponsorship & Financial Agreement and is at the discretion of the employing department and those funds can be applied to either the EB-2/EB-3 or EB-1B case. Sponsorship for permanent residency is done at the sole discretion of W&M and may be withdrawn at any time in the process by W&M.

It is understood that only the state appointed immigration attorney may prepare the Labor Certification application and file an application for permanent residency on behalf of W&M. All requests must be directed through the Reves Center’s Office of International Students, Scholars and Programs (ISSP).

Note on EB-2/EB-3 vs EB-1B: W&M typically sponsors eligible faculty and staff for the EB-2 or EB-3 category. In some cases, sponsorship for the EB-1B category may be advantageous. In such cases, the state appointed immigration attorney will review the employee’s credentials to assess whether EB-1B has a reasonable chance of success. The employee will be advised of the potential benefits and risks.

The employee is advised that if they decide to pursue EB-1B and it is unsuccessful, the EB-2/EB-3 process must be initiated, and the funds allocated by the dean or senior manager’s office will be applied to the costs of Labor Certification associated with an EB-2/EB-3 petition. The employee will then need to personally cover the cost of the EB-1B petition.

If the EB-1B petition is approved, an EB-2/EB-3 sponsorship is unnecessary, and the dean or senior manager’s office will apply the funds allocated for the EB-2/EB-3 Labor Certification to the EB-1B costs. In most cases, the employee is billed for the EB-1B costs, and they may later seek the appropriate reimbursement amount from their sponsoring unit.

Addendum A: Statement on positions funded through grants and outside sources

W&M employees in positions funded by grants, also referred to as “soft money” positions, may be eligible for permanent residency sponsorship if they meet the requirements outlined in the Employment Based Permanent Residency Policy of William & Mary.

Please complete this addendum and attach it to the Permanent Residency Sponsorship and Financial Agreement.

Employee Name	Banner ID
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By signing this statement, I certify the following for the position held by the above-named employee:

- There is an expectation of continued renewals of appointment to the position.
- There is an expectation of continued funding for the position.

Dean/Senior Manager: _____
Printed Name Signature Date

Chair/Supervisor: _____
Printed Name Signature Date

Addendum B: Schedule of Attorney and Government Fees and Related Costs
(as of May 10, 2024)

EB-2, EB-3: Employment Based Permanent Residency Sponsorship Fees & Costs

Stage 1: Labor Certification (PERM). The attorney fee for this stage will depend on the type of position (teaching or non-teaching) and whether Labor Certification can be based on the original selection or if reselection is required. Attorney fees are set by the state and per federal regulations, the cost of **Stage 1 is the responsibility of the sponsoring school or department.**

Stage	Fee	Description
EB-2 Labor Certification (teaching faculty – non reselection)	\$2300	Attorney fee for the filing of the labor certification application when the original search can be used (i.e., selection was completed within past 18 months and search process included required ad).
* EB-2 Labor Certification (teaching faculty – reselection)	\$2600	Attorney fee for the filing of the labor certification application when reselection must be conducted because selection took place more than 18 months ago or the ad requirements in the original search were not met.
* EB-2 or EB-3 Labor Certification (non-teaching faculty and staff)	\$3250	Attorney fee for the filing of the labor certification application for a non-teaching position, includes assistance with a recruitment process.

* Advertising	Typically \$1000	Estimated cost for advertising if reselection/recruitment is required
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Subtotal: \$2300, [*\$2600 or *\$3250 + \$1000 for reselection/recruitment]

Stage 2: Immigrant Petition for Alien Worker I-140. Stage 2 is billed to the employee.

Stage	Fee	Description
I-140: Immigrant Petition for Alien Worker	\$1500	Attorney fee for the filing of the I-140 Immigrant Petition for Alien Worker
	\$715	USCIS Fee: I-140 Immigrant Petition for Alien Worker
*Premium Processing	\$2805	Premium processing is an optional service that allows petitioners to request 15-day processing of the I-140 if they pay an extra fee. Petitioner can discuss with attorney about whether premium processing would be a good option to pursue.

Subtotal: \$2215 or *\$5020

Stage 3: Adjustment of Status I-485: These are the **estimated** costs of adjusting or “changing” status from a temporary status to permanent resident. Consular processing is an alternative, albeit less frequently used option. **Stage 3 is billed to the employee.**

Stage	Fee	Description
I-485: Application for Adjustment of Status	\$2100	Estimated attorney fee for the filing of I-485 Application for Adjustment of Status (usually for employee and spouse but confirm with the attorney).
	\$1440	USCIS fee, per applicant aged 14 and over: I-485 Application for Adjustment of Status. Fees are different for children under 14. Does not include Forms I-765 & I-131.
	\$300	Medical exam conducted by a civil surgeon certified by USCIS for the I-693. Actual cost will depend on the medical provider.

Subtotal: \$3840

Estimated Total for EB-2 or EB-3	\$8355 – \$13,110
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EB-1B: Employment Based Permanent Residency Sponsorship Fees & Costs

Stage 1: Immigrant Petition for Alien Worker I-140: This fee is higher because in lieu of a Labor Certification petition, the attorney must document extraordinary ability. **Stage 1 is billed to the employee.**

Stage	Fee	Description
I-140: Immigrant Petition for Alien Worker	\$4500	Attorney fee for the filing of the I-140 Immigrant Petition for Alien Worker
	\$715	USCIS Fee: I-140 Immigrant Petition for Alien Worker
*Premium Processing	\$2805	Premium processing is an optional service that allows petitioners to request 15-day processing of the I-140 if they pay an extra fee. Petitioner can discuss with the attorney about whether premium processing would be a good option to pursue.

Subtotal: \$5215 or *\$8020

Stage 2: Adjustment of Status I-485: These are the **estimated** costs of adjusting or “changing” status from a temporary status to permanent resident. Consular processing is an alternative, albeit less frequently used option. **Stage 2 is billed to the employee.**

Stage	Fee	Description
I-485: Application for Adjustment of Status	\$2100	Estimated attorney fee for the filing of I-485 Application for Adjustment of Status (usually for employee and spouse but confirm with the attorney).
	\$1440	USCIS fee, per applicant aged 14 and over: I-485 Application for Adjustment of Status. Fees are different for children under 14. Does not include Forms I-765 & I-131.
	\$300	Medical exam conducted by a civil surgeon certified by USCIS for the I-693. Actual cost will depend on the medical provider.

Subtotal: \$3840

Estimated Total	\$9055 or *\$11,860
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