Institutional Approval for Pursuit of Permanent Residency

iStart Instructions

1. Log into iStart and click on “Departmental Services Overview” in the left menu. Select your employee from the list in the “Current cases” list. If you initiated the H-1B cases for your client, and they are *not* in the “Current Cases” list, please click on “Past cases.”

If you do not find your client’s name in either the “Current” or “Past” cases lists, please contact the Office of International Education at internationalscholars@uvm.edu and Deborah.Smith@uvm.edu

Once you click on your client’s name, then click on “Permanent Residency” in the bottom right column to find the electronic forms to initiate the institutional approval process.
Permanent Residency

Departments wishing to hire a foreign national employee on a permanent basis initiate that process by completing this request form.

GUIDANCE ON E-FORM SEQUENCE
Each of the following forms requires a second-party approval or form completion. These forms must also be completed in a sequence.

1. Complete Sponsored Employee Information and Acknowledgment e-form; an email will be sent to the employee with instructions for completing a form; you will receive an email notification when the form has been completed.
2. Complete Permanent Residency Sponsorship e-form; this form must be approved by the department chair; an email will be sent to the chair with instructions for completing the required form; you will receive an email notification when the chair has completed the form.
4. The three previous forms must be approved before proceeding.
5. Complete Permanent Residency Request (Dean Approval) e-form. The dean will review all the prior e-forms and complete a form approving the request. You will receive an email when the dean has completed this form.
6. Once the dean has given approval, complete Permanent Residency Request (Provost Office Approval) e-form. The request is then submitted to the Provost's Office.
7. If the Provost's Office approves, OIE will begin work on the case.

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- Sponsored Employee Information and Acknowledgment
- Permanent Residency Sponsorship Request (Chair approval)
- Permanent Residency Request (Dean Approval)
- Permanent Residency Request (Provost Office Approval)