



SPONSOR LETTER GUIDELINES FOR PERMANENT RESIDENCE

Cal State L.A. will sponsor for permanent resident status only an individual of exceptional ability who has been offered a full-time, permanent position as a faculty member, or a researcher or other professional who is critical to Cal State L.A.'s academic and research mission.

For an individual offered a faculty position, or research or other professional position, the Chair of a department, and Dean or Director of the University unit makes a request for sponsorship through a letter addressed to Provost and Vice President for Academic Affairs. **The letter is submitted to International Programs and Services.**

The following information is included in the letter requesting sponsorship:

- title of the position offered. A title which is temporary by nature, such as Postdoctoral Fellow or Postgraduate Research Engineer, is not appropriate. Some positions will be sponsored only at certain minimum steps or above, e.g. Staff Research Associate II, Programmer/Analyst II. The position offered must be permanent in that the employee is a member of the CalPers retirement system. In addition, the minimum requirements for the position must include a master's degree. The level of position offered must match the level of education required.
- the salary.
- an explanation of how the position will be funded. The Cal State L.A. Account Name, Account Number, Cost Center, and Fund Number must be specified. If a grant is a source of funding, the principal investigator granting institution, grant number, and expiration date of the grant must be specified. If the expiration date is less than 3 years from now, the strong probability of grant renewal must be substantiated (e.g. by the history of the PI's ability to obtain funding).
- a description of the duties of the position, and a statement of the minimum education and experience requirements. The minimum requirements for the position must include a master's degree. The alien must have met these requirements prior to taking the position which is the basis for the petition.
- a statement that the department or unit is "willing to recruit as instructed by the State of California Employment Development Department." The department/unit must understand that the recruitment process will include advertisement in a newspaper or professional periodical. The cost of the advertisement will be the responsibility of the department/unit.
- the qualifications of the alien for the position, including a brief statement of education, work experience, and special skills.
- an explanation of Cal State L.A.'s need to fill the position, and an outline of the benefits to accrue to Cal State L.A. if the alien takes the position.

If there are any questions, please call Dr. Amy Wang at 323-343-3173 or email at awang@cslanet.calstatela.edu.