



Department PERM Intake Form

Form Instruction:

1. This form is for **EB-2/EB-3** Only. For EB-1 application, please start from Permanent Residency Process Authorization Form
2. Fill out all applicable information and obtain signature from Department Chair and Business Unit Head.
3. Email the form (**For Administrative Position**, please attached with Job Description) to immigration@fiu.edu for review and decision
4. Once approved, HR liaison will receive a copy of approval form and move forward to next step (Authorization Form)

Information about the Proposed PERM Position:

Position: _____ Job Title: _____ Job Code: _____

Information about the Prospective /Current employee:

Family Name: _____ First Name: _____ Middle Name: _____ Panther ID: _____

Current Position: _____ Current Job Title: _____ Current Job Code: _____

Current Salary: _____

Current Immigration Status:

Date Status Expires: _____

Prepared by HR Liaison:

Print Name: _____ Title: _____ Date: _____

Approved by Department Chair(For Faculty Position):

Signature: _____ Print Name: _____ Title: _____ Date: _____

Approved by Business Unit Head:

Signature: _____ Print Name: _____ Title: _____ Date: _____

Approved by Human Resources/Academic Affairs:

Signature: _____ Print Name: _____ Title: _____ Date: _____