

## Permanent Resident Application Process

### STEP 1: Initial Inquiry

Department contact Rajan Eapen ([rajan\\_eapen@berkeley.edu](mailto:rajan_eapen@berkeley.edu)), Assistant Director for Employment Based Services in Berkeley International Office (BIO) to inquire about a potential PR case.

### STEP 2: Case Initiated

Employing department submits to BIO the PR Initial Information Form with all required approvals and supporting documents.

### STEP 3: Conference Call

BIO reviews documents and arranges a conference call between the employing department manager/Department Chair/Department Representative, the employee and a representative of the law firm that the University has retained for the filing of all permanent residency cases on behalf of the university.

### STEP 4: Strategy determined and fees collected

Once a determination has been made regarding the pathway to permanent residency, BIO will collect IOF payments for BIO recharge and legal services (attorney fees) from the hiring department. Upon receiving the payments, the law firm will start working on the case.

### STEP 5: Attorney prepares permanent residence case

Law firm collects documents needed, and maintains communication with BIO, the employee and the employing department.

Law firm bills the University and BIO pays the legal fees.

### STEP 6: Filing fees collected

When the case is ready for submission to USCIS, the law firm will inform BIO, and BIO will obtain the checks for filing fees from the hiring department.

### STEP 7: Case submitted to USCIS

Law firm keeps BIO informed about status and approval, and BIO keeps the hiring department informed.