

**University Sponsorship for U.S. Permanent Resident Status for Staff Positions**  
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Per [Penn HR Policy 119](#), the University will not sponsor permanent residence status for staff positions. Departments who wish to seek an exception to this policy on behalf of a staff member must first determine whether the below required criteria for an exception is met. If criteria is met, the Policy 119 exception request must be submitted through iPenn and must be approved by the Committee on University Sponsorship for U.S. Permanent Resident Status *prior* to the initiation of any sponsorship activity.

For an exception(s) to Policy 119 to be considered by the Committee, all of the below criteria must be met:

- The staff member is a current full time or regular part time Penn staff member.
- The staff member has passed their introductory period (new staff) or 90-day evaluation period (transfers).
- The staff position requires a unique and/or proprietary skillset that is difficult to find among U.S. applicants.
- The staff member possesses specific and/or proprietary skills that make them uniquely qualified for the position.

The following materials must be submitted as part of the exception request process:

1. A Policy 119 exception request e-Form in iPenn.
2. The Workday job requisition that the staff member was hired into, *and* the job requisition details/PIQ for the role that the department would like to hire them into, if different.
3. A letter on University letterhead and signed by the Department Chair/Hiring Officer and Dean/Division Vice President outlining why an exception to the policy is warranted. The letter must include:
  - Details regarding the position and its professional nature.
  - Details regarding the unique qualities, skills, and experience that are required for the position.
  - A statement verifying that qualified workers for this position would be difficult to find in the U.S. job market.
  - A detailed description of the special or proprietary knowledge that this candidate possesses that make them uniquely qualified.

The Committee reviews Policy 119 exception requests on a monthly basis. Committee decisions are based on the above criteria.