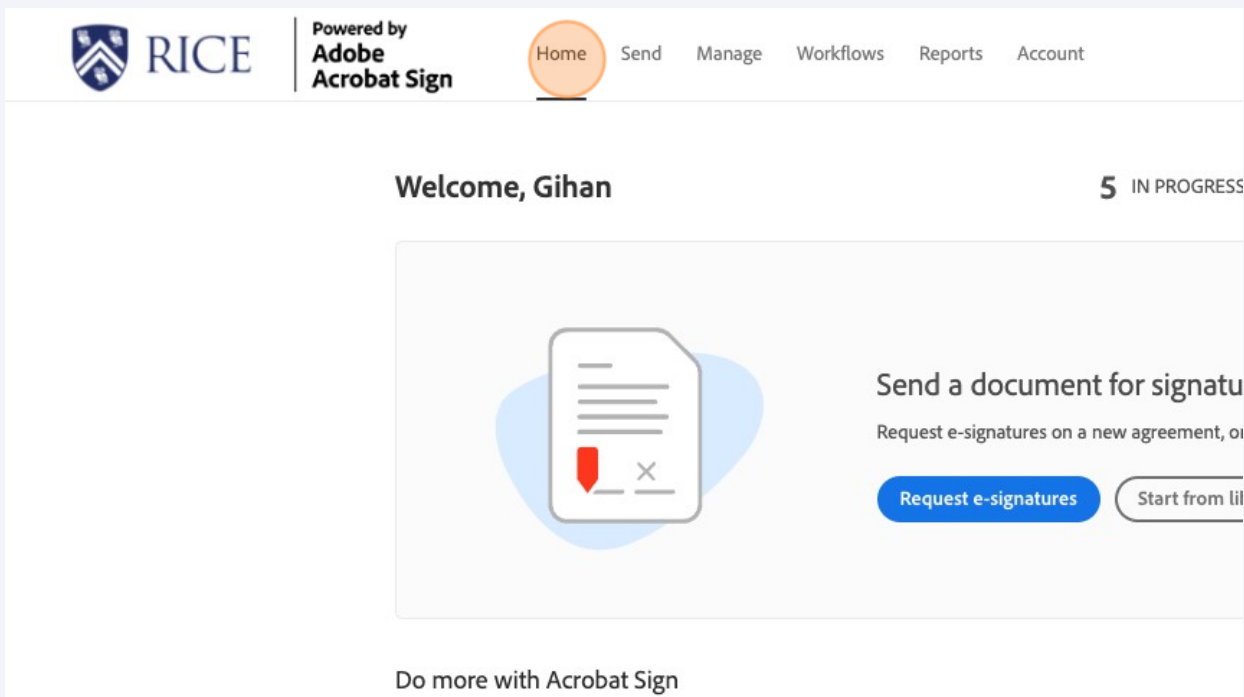


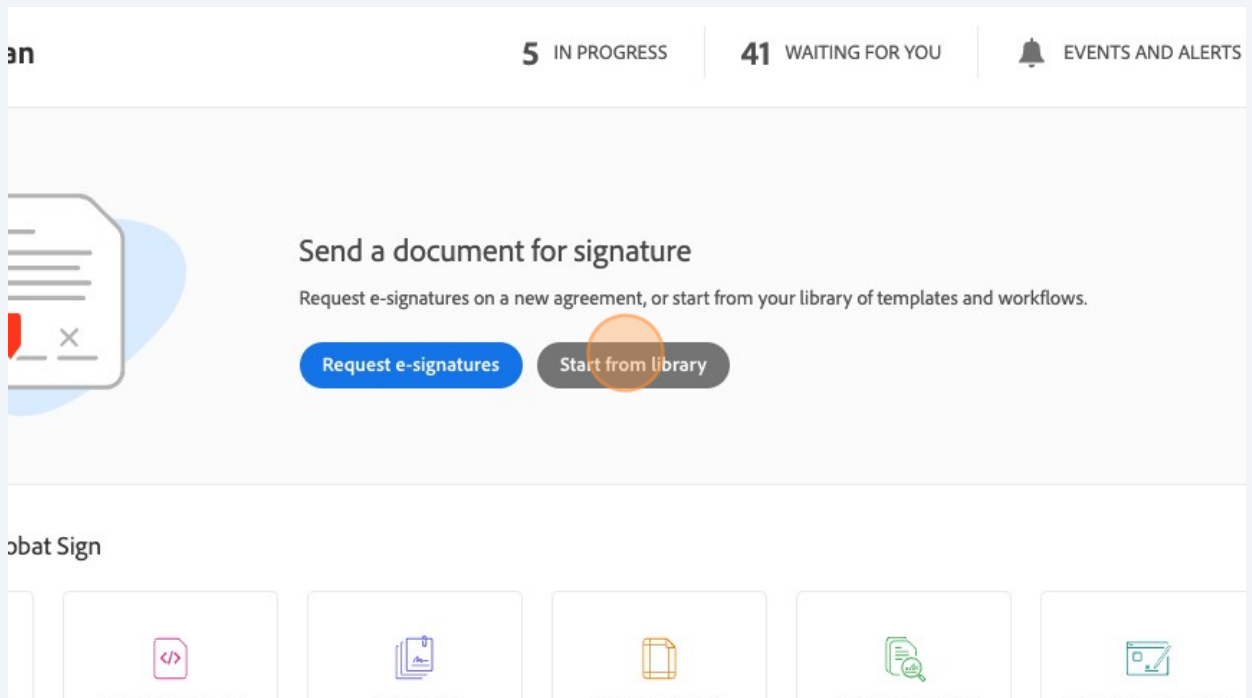
Adobe Sign Jobaid - Initiating HR Sponsorship Agreement for Permanent Residency

1 Navigate to <https://riceuniversity.na1.documents.adobe.com/account/home>

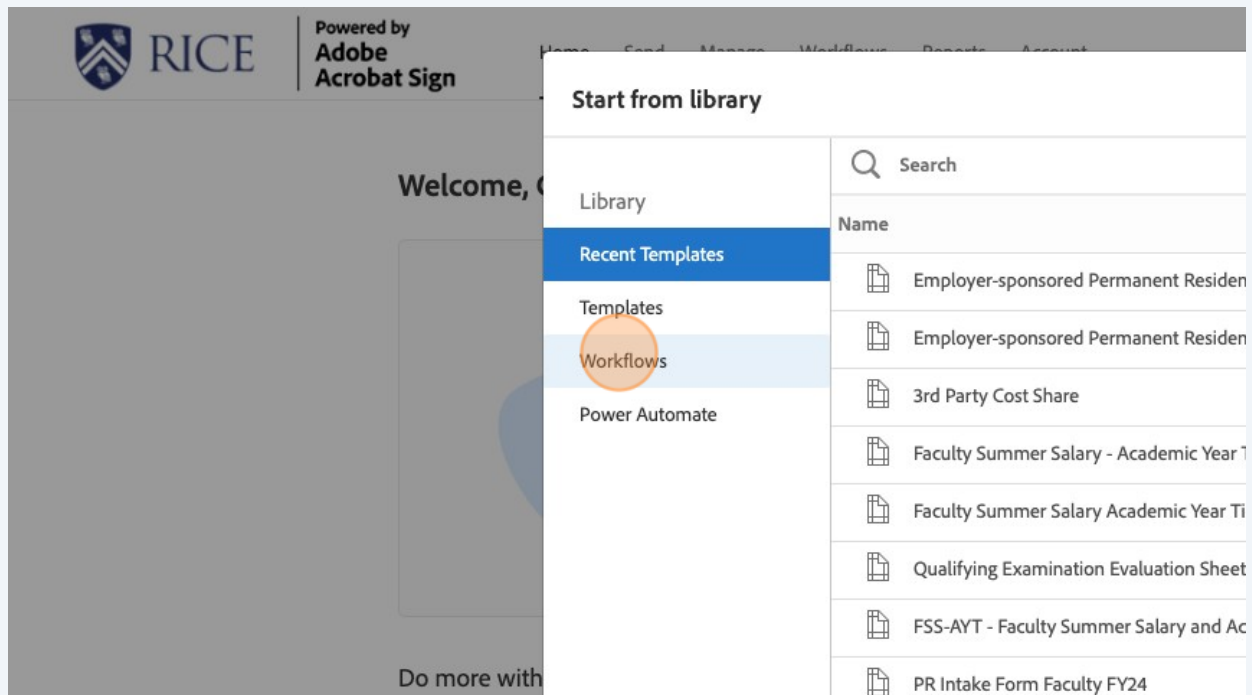
2 Click "Home"



3 Click "Start from library"



4 Click "Workflows"



5 Click the "Search" field and type "permanent"

Start from library

Library
Recent Templates
Templates
Workflows
Power Automate

Search

Name	Last Modified
Shared Workflows	
GPS - LOA - Staff	03/13/2019
GPS - TERM - Staff	03/26/2020
GPS - OAC - Defense and Thesis	03/31/2021
GPS - PAF - Staff	04/27/2021
GPS - Thesis Title Page	11/21/2023
GPS - OAC - Defense and Thesis - extra committee members	07/24/2020
Account Workflows	

6 Click on the form needed, either faculty or staff.

permanent

Name	Last Modified
Account Workflows	
HR - Employer-sponsored Permanent Residency Faculty	12/11/2023
HR - Employer-sponsored Permanent Residency Staff	12/11/2023



Alert! For this example, the faculty form will be used.

7

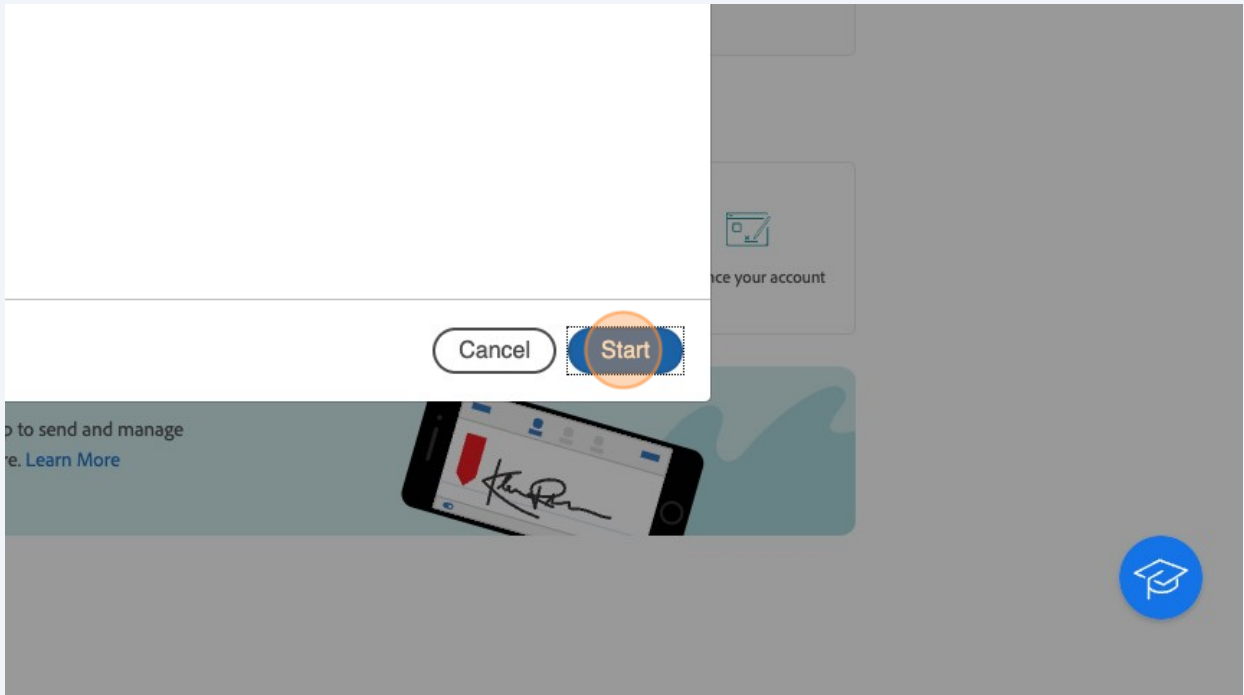
Click "HR - Employer-sponsored Permanent Residency Faculty"

Start from library

permanent

Name	Last Modified
Account Workflows	
HR - Employer-sponsored Permanent Residency Faculty	12/11/2023
HR - Employer-sponsored Permanent Residency Staff	12/11/2023

8 Click "Start"



9 Click the "Enter recipient email" field and enter the department chair email.

How this workflow works?
Please complete and send.

Recipients

Form Filler (Department Administration)*

Myself

Department Chair or Delegate*

CC

Enter recipient email

HR*

immigration@rice.edu

CC | [Hide](#)

10 Click the "Document Name" field and enter last and first name of faculty.

immigration@rice.edu ✉ Email

CC [Hide](#)

Cc
RiceImmigration@FosterGlobal.com ✕ Permane.m7q1teu3ib5j64iu@u.box.com ✕


Document Name * Message Template ▾

HR - Employer-sponsored Permanent Residency Faculty - Last Name, First Name

Message *

Please complete and sign.

Files

Document *  Employer-sponsored Permanent Residency Initiation form for

Options ?

Set Reminder

11 Click the "Message" field if needed and enter any additional messages.

Cc
RiceImmigration@FosterGlobal.com ✕ Permane.m7q1teu3ib5j64iu@u.box.com ✕


Document Name * Message Template ▾

HR - Employer-sponsored Permanent Residency Faculty - Smith, John

Message *

Please complete and sign,

Files

Document *  Employer-sponsored Permanent Residency Initiation form for Faculty employees 12.2023

Options


Set R

12 Click "Send"

message

Please complete and sign. Additional message if needed.

Files

Document *  Employer-sponsored Permanent Residency Initiation form for Faculty employees 12.2023

Send

13 Click the text fields that are highlighted and complete. Any field with an asterisk is required.

Initiation form for Faculty employees

(Includes PERM Special Handling, PERM Hybrid, Outstanding Researcher/ Professor, & Schedule A, Group II)

- While sponsoring a staff member for Permanent Residency, the immigration attorney will work with the academic department to obtain necessary information regarding the sponsored staff member and the position.

Name of Beneficiary: * Beneficiary Email: *

Job Title: * Current Salary: *

C/V attachment: [Click to Attach File Attachment 1](#)

Sponsoring Department: *

Department Contact: * Dept. Contact Email: *

(If supervisor is different than dept. Head, please enter those details; otherwise enter n/a)

Beneficiary Supervisor: * Supervisor Email: *

Job Title: *

14

Once all fields and attachments are complete, click submit.

Approval Form

rev. Nov.2023

[Consumer Disclosure](#) and to do business

Submit