



The University of Pittsburgh
Office of International Services _____

Request for Use of Outside Immigration Attorney

Please print or type clearly. When complete, fax this form to OIS at 412.624.7105.

1. Foreign National's Name: _____

2. Foreign National's Email Address: _____

3. Is the foreign national currently in the United States? Yes No

4. Is the foreign national currently employed at Pitt? Yes No

a. If "yes," please provide the following information:

ii. Department: _____

iii. Position Title: _____

1. If the position is a tenure track teaching faculty position, please answer the following additional questions:

a. Was a print ad placed in a professional publication? Yes No

b. If yes, please provide the publication name and date: _____

c. What is the date of the position offer letter? _____

iv. Salary: _____

v. Visa Classification: _____

b. If "no," please provide the following information:

ii. Current employer: _____

iii. Visa Classification: _____

iv. Proposed Position Title at Pitt: _____

1. If the position is a tenure track teaching faculty position, please answer the following additional questions:

a. Was a print ad placed in a professional publication? Yes No

b. If yes, please provide the publication name and date: _____

c. What is the date of the position offer letter? _____

4. Sponsoring Department: _____

5. Name of Dean, Director, or Chair¹ who will sign hiring paperwork: _____

6. Designated Department Contact for Case*:

* The designated department case contact is strongly encouraged to review information on the use of retained immigration counsel at www.ois.pitt.edu.

Name: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Campus Mailing Address: _____

7. Type of Case (if known):

- LPR EB-1A
- LPR EB-2 PERM
- LPR EB-2 NIW
- J-1 IGA Waiver
- H-1B
- O-1
- Other: _____

8. Preferred Attorney² (from Pitt approved Immigration Attorney list only): _____

* If you do not have a preferred attorney, leave this line blank. OIS will assign an attorney to assist you with this case. A list of approved attorneys is available at www.ois.pitt.edu.

Signature of Dean, Director or Chair: _____

Print Name: _____ Date: _____

OIS Use ONLY

Attorney-Case Approved: Yes No

OIS Authorized Signature: _____ Date: _____

Date Sent to Attorney: _____

Attorney Use ONLY

Attorney-Case Accepted: Yes No

Attorney Signature: _____ Date: _____

¹ While a Dean, Director, or Department Chair has authority to sign hiring paperwork, please note that only the OIS Director or Associate Director are authorized to sign official immigration forms (e.g., G-28, I-140, I-129, etc.) on behalf of the University.

² The assigned attorney will contact the department contact within 3 business days to schedule a meeting with the department contact, immediate supervisor, and alien. If your case appears to be a special handling case or any other case that OIS processes internally, OIS will contact you.