

Smithsonian Astrophysical Observatory  
**Sponsor Data Sheet for Permanent Resident Status**  
*To be completed by the sponsoring SAO Division/Department*

Please type or print clearly.

<b>NAME OF EMPLOYEE</b>
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Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

**SPONSOR INFORMATION**

Division/Department \_\_\_\_\_

Contact person in Division/Department for additional information

Name \_\_\_\_\_ Telephone \_\_\_\_\_ MS \_\_\_\_\_

Fund number for charging express delivery costs \_\_\_\_\_  
*(All visa-related documents will be sent to the individual, the attorney handling the case, and/or the INS via express delivery service, e.g., FedEx, and charged to the sponsoring division or department.)*

<b>POSITION INFORMATION</b>
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Supervisor's name \_\_\_\_\_ Telephone \_\_\_\_\_ MS \_\_\_\_\_

Current Position Title/Grade \_\_\_\_\_

Type/Term of Current Appointment \_\_\_\_\_ Not to Exceed Date \_\_\_\_\_

Title/Grade of position to be offered on a permanent/indefinite basis; indicate "same" if same as current position \_\_\_\_\_

Is this a supervisory position? Yes \_\_\_\_ No \_\_\_\_ . If yes, number of people to be supervised: \_\_\_\_\_

<b>ATTACHMENTS</b>
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- Original purchase order made out to Tocci, Goss & Lee, PC for the appropriate type of petition (*consult with HRS first to determine type of petition, i.e., labor certification vs. outstanding researcher*)
- Copy of employee's current resumé or curriculum vitae and bibliography
- Position description of position to be offered on a permanent/indefinite basis if different from current position

<b>AUTHORIZING SIGNATURE</b>
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\_\_\_\_\_  
**Signature of Associate Director/Department Manager or Designee**

\_\_\_\_\_  
**Date**