

GREEN CARD START PACKAGE

Glad you have decided to take advantage of this opportunity! We look forward to working with you on obtaining your Green Card.

Below outlines our policies regarding the process:

- Randstad Technologies will sponsor an employee for a Green Card during their employment. There are 3 main steps to the Green Card process: 1) PERM; 2) I-140 (Immigrant Petition); and 3) I-485 Adjustment of Status.
- Randstad Technologies will pay for all costs associated with the PERM process such as advertisements, recruitment, and legal fees.
- Important: We will not start any part of the green card process until we receive this signed document along with PERM Questionnaire and detailed experience letters that include job duties and technical skills. Detailed experience letters have to be approved by our legal counsel. Please note the following in regards to the green card process:
 - After receiving the approved experience letters, we will define and finalize your current job duties and apply Prevailing Wage Application.
 - When the Prevailing Wage Determination comes back, we will then go ahead and start the advertising process and recruitment. The advertising process takes a minimum of 60 days (this allows for ads to be placed and recruitment to be completed). Please note that it is the DOL regulations that require this minimum 60 day recruitment period and your PERM can not be filed prior to its completion or the PERM might be denied.
 - We will then finalize the recruitment report which takes approximately 2-3 weeks after the 60 day recruitment period. The attorney's office will then work on preparing, reviewing and filing your Perm application. Please note we need to allow the attorney at least 2 weeks to prepare the application as the Perm form is very detailed and it needs to be extremely accurate.

Important: After reviewing the job description and minimum requirements, a decision will be made as to whether the position is an EB2 or an EB3 preference petition.

Once your PERM has been filed and it has been certified, we will file your I-140 Immigrant Petition. After the I-140 Petition is approved (depending on your country of origin), we will file your I-485. The costs associated with the I-140 and I-485, such as legal fees and filing fees to USCIS, will be the responsibility of the employee.

In acceptance of these terms, please sign in the space below and EFax to Barbara Tuck at 781-583-1870. **If you have any questions, please call our office.**

Sincerely,

Barbara Tuck, HR Immigration Specialist

Signed by: _____

Date: _____

Printed Name: _____