

Dickson, Callum

From: caldwelljw@gtlaw.com
Sent: Tuesday, August 4, 2020 9:39 AM
To: Dickson, Callum
Cc: NovartisSM; gressc@gtlaw.com
Subject: PERM CERTIFIED -- Callum DICKSON -- I-140, I-944, AOS, AP, EAD -- NIBR
Attachments: An Overview of the Permanent Residence Process (Green Card).pdf; 36728366_v 1 _Repayment Agreement (Existing Employee) Revised (3-5-20).DOCX; 37047933_v 1 _Green Card Sponsorship Approval 2020-05-21 (Approved by Legal).DOCX

Hello Callum,

I hope you are well. We have received electronic confirmation that your PERM has been certified. Please let us know which address we may mail your certified PERM signature page for your original signature. Being born in the UK, we are able to concurrently file your green card application (Adjustment of Status). You will receive questionnaires from us shortly in relation to I-140, Adjustment of Status, I-944, Advanced Parole, and Employment Authorization Document. Please ensure you complete ALL the questionnaires within INSZoom. **PLEASE NOTE:** We cannot assure we will be able to file your green card application next month. We can only assure that we are able to file for your green card application (Adjustment of Status) this month. USCIS issues green card application availability monthly. Being born in the UK, we are able to file your Adjustment of Status application concurrently with your I-140 petition for the month of August. USCIS will likely issue the new visa bulletin (indicates green card application availability) within the next 10-20 business days which will provide us with an indication as to whether we will be able to file your green card application in the month September. To assure we can file your I-140 Petition and your Adjustment of Status application (green card application) concurrently we need all of your documentation in hand by 08/24/2020. If you cannot get us all the documentation to us by this date, then we can proceed in filing your I-140 Petition only if USCIS does not accept green card applications for the month of August.

Additionally, it is Novartis policy to ensure a repayment agreement is on record. Please complete the attached repayment agreements/approvals and sign where indicated and have your current manager/P&O (hrbp) sign where indicated. Please return the document via scan in response to this email. We cannot proceed with the green card process until we have the signed repayment agreement. If you have already signed a repayment agreement, please provide us with a copy. Please let us know if you have any questions.

Lastly, please let us know if you have any dependents (spouse or children) that will also need green card assistance. Please also go ahead and obtain 6 passport sized photos and see where you may obtain a medical exam here: <https://my.uscis.gov/findadoctor>

Thanks!

Best,

J. Whitney Caldwell
Immigration Practice Group Supervisor

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