



EMPLOYMENT-BASED IMMIGRATION SPONSORSHIP PROCEDURES

The following procedures are associated with the Employment-based Immigration Sponsorship Policy. This Employment-based Immigration Sponsorship Procedure ("Procedure") applies to all faculty and staff positions that require immigration sponsorship.

VISA SPONSORSHIP

1. The H-1B visa must be sponsored for any employee hired by the university in need of this visa, both staff and faculty.
 - a. For departments without sufficient funding for initial visa sponsorship or ongoing renewal costs, Human Resources must be advised before a search commences. Subsequently, the job announcement will include language informing applicants that the position is not eligible for visa sponsorship.
2. An H-1B visa has an initial duration of three years. The H-1B visa may be renewed for an additional three years, for a total of six years.
3. When an employee is hired and requires H-1B visa sponsorship, Human Resources will work with the Office of General Counsel (OGC) and outside legal counsel to initiate the process.
 - a. Human Resources staff, OGC, and the employee for whom the visa is being sought (only after initiation of the process has begun) may contact outside legal counsel. Other staff/faculty are not permitted to directly contact outside legal counsel on behalf of the employee or the university.
 - b. An employee can be hired while in F-1 student visa status if approved for Optional Practical Training (OPT)—temporary employment that is directly related to the student's major area of study.
 - i. OPT employment must be at least 20 hours per week and up to be full-time.
 - ii. Prior to expiration of the OPT or STEM extension period, H-1B visa sponsorship is required to maintain employment.
 - iii. Student visa information, including OPT, is managed by the university DSO in Student Affairs.

PERMANENCE RESIDENCE SPONSORSHIP

1. Permanent residence sponsorship may only be considered for tenure track and tenured faculty and may, in rare circumstances, be for highly skilled, uniquely qualified staff.
 - a. Faculty: Assistant Professor, Associate Professor, and Professor
 - b. Staff: other specialized positions not defined as faculty
2. The employee for whom permanence residence sponsorship is being considered must demonstrate permanence in their position.
 - a. Sponsorship for permanent residence will only be considered for those employed for at least one year *and* who have received at least one satisfactory performance evaluation.
3. An employee cannot request their own permanent residence sponsorship. Such requests must follow these steps:
 - a. Department Chair approves and makes request to the Dean.
 - b. Dean approves and makes request to the Provost.
 - c. All approvals must occur prior to the request being made to Human Resources.

COSTS OF SPONSORSHIP

1. There is no cost to the university associated with hiring an employee in F-1 student visa status and authorized to perform OPT work.
2. All other cost/payment responsibilities are defined in the policy.