

Employment of Non-U.S. Citizens

201.18

I. Policy

The International Center is responsible for the approval of all employment related immigration application documents before submission to government agencies, and provides assistance to hiring units in applying for the proper employment related immigration status for faculty and staff.

II. Regulations

- A. The International Center should be contacted for consultation and guidance concerning the appropriate immigration status before the extension of an offer of employment to a selected candidate who is not a U.S. citizen or Permanent Resident.
- B. The International Center will prepare and file all employment related immigration petitions, including supporting applications, with the appropriate government agencies
- C. The International Center may, after review and at its discretion, assign an immigration petition to outside immigration attorneys approved by the Office of General Counsel. The International Center will serve as the office of immigration record retention for all petitions filed by outside counsel. Deans, Directors and Chairs are responsible for signing process authorization forms and for designating signature authority for employment related immigration application documents to an appropriate individual in the hiring unit.
- D. The hiring unit is responsible for the payment of legal fees, administrative costs, filing fees, and recruitment costs (when applicable) associated with all immigration petitions. These expenses may not be passed on to the foreign national.
- E. Hiring units must notify the International Center of any substantive changes in the terms and conditions of a faculty or staff member's appointment before any such change takes effect. The International Center must be consulted for guidance before such changes occur to determine possible impacts on the faculty or staff member's immigration status.
- F. A fee will be assessed by the International Center and paid by the hiring unit when the International Center prepares the documents for the immigration application or when the International Center provides case management when retained immigration counsel prepares the immigration application

III. Procedures

Responsibility	
Hiring Unit	Contact the International Center for consultation before the extension of a formal offer of employment to a candidate who is not a U.S. citizen or Permanent Resident, or before there is a substantive change in an appointment affecting such a faculty or staff member.
Dean or Director or Chair	Sign Process Authorization forms and designate signature authority for immigration-related documents.
Hiring Unit	Review employment related immigration application documents at the request of the International Center.
International Center	

Prepare all employment related immigration application documents, and provide case management for employment related immigration case work assigned to outside immigration counsel.

Submit documents to government agencies. Contact employing department when government approvals have been obtained.

Forward all immigration status documents to the employing department.

Hiring Unit	<p>FOR FACULTY APPOINTMENTS: Attach immigration status documents to the Appointment Request and submit to the Human Resources Records and Information Services Department.</p> <p>FOR STAFF APPOINTMENTS: Forward immigration status documents to the Human Resources Records and Information Services Department with the appointment documents.</p>
Human Resources Records and Information Services Department	<p>Review the visa documents attached to the appointment forms to assure proper visa status has been obtained.</p> <p>File the visa File the immigration status documents in the faculty or staff member's personnel file.documents in the faculty or staff member's personnel file.</p> <p>Review the immigration status documents attached to the appointment forms to assure proper visa status has been obtained.</p>

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