



UAR NUMBER:

TITLE:

ORIGINATOR(S):

INITIAL ADOPTION:

REVISION DATE(S):

AUDIENCE: (SELECT ALL THAT APPLY)

FACULTY

STAFF

STUDENTS

VENDORS

OTHER (SPECIFY):

PURPOSE:

SCOPE:

DESCRIPTION (INCLUDE DEFINITIONS):

PROCESS:

Employees holding F-1 visas with permission for practical training may anticipate permission for two six-month periods of employment. J-1 holders may expect permission for three six-month periods of employment. Both are subject to time limitations determined by U.S. Immigration. The Office of International Student Services/Student & Exchange Visitor Information System (SEVIS) is responsible for preparing a letter verifying employment for renewal of permission for practical training. (Requests for extension of permission for practical training must be made to the Office of Immigration and Naturalization Service through the institution formerly attended).

Employees involved in non-tenured positions who may be employed beyond the period of practical training may request sponsorship for an H visa. H visas are issued for temporary employees of extraordinary qualifications. Applications for H visas will be prepared by the Office of Human Resources and signed by the Director of Human Resources. H visas may be renewed annually for a total of six years. The Office of Human Resources will apply for appropriate renewals.

Employees hired for tenure-track positions may request that the University apply on their behalf for permanent residence. In special cases the University may consider sponsoring non-tenured faculty for permanent residence. The request of employees to be sponsored by the University for permanent residence will be presented through the appropriate Vice President to the Director of Human Resources for recommendation to the President for approval. Applications for labor clearance and for permanent residence will be signed by the Director of Human Resources.

APPROVED BY:

**DIRECTOR
VICE-PRESIDENT:**



DATE: 11/16/18

APPROPRIATE INSTITUTIONAL REVIEW:



DATE: 11/16/18

PRESIDENT:

DATE: 11/16/18