

## **UW – WHITEWATER VISA GUIDELINES**

**(TO OBTAIN WORK AUTHORIZATION AND/OR PERMANENT RESIDENCY)**

1. Must have an initial contract as a **tenure track faculty member** in order to be eligible for permanent residency, per university policy.
2. One year (or less) appointments are not eligible for H1-B sponsorship per university policy.
3. An intake form (gathering all information about previous immigration status) will be sent to all new hires with their contract. Once completed, Human Resources & Diversity and the Center for Global Education will begin the H1-B procedure – **if** an H1-B is required.
4. H1-B applications will be premium processed if necessary (due to USCIS backlog) at the cost of the hiring department/college. (Current cost with premium processing = \$2,050 which includes the application fee and fraud fee plus postage)
5. The sponsorship for permanent residency will be for tenure track faculty only:
  - a. who meet USCIS criteria as “outstanding professors and researchers”, or
  - b. for teaching positions that meet the requirements for “special handling” Labor Certification
  - c. Any other petitions will be reviewed by the University on a case by case basis.

## **REQUIRED DOCUMENTATION FOR HI-B VISA PROCESSING**

- UW-Whitewater must be able to document that the alien was selected in a competitive recruitment and selection process through which the alien was found to be more qualified than any of the U.S. workers who applied for the position.

- **Documentation of the competitive recruitment and selection process must include:**

1. a signed statement from the official who has actual hiring authority, outlining in detail the complete recruitment procedures undertaken (from Statement of Recruiting Procedures), including the total number of applicants, (from Roster of Applicants) and the specific, job-related reason why the alien is more qualified than each U.S. worker who applied;
2. a final report of the search committee making the recommendation or selection of the alien after the completion of the process;
3. a copy of at least one printed and published (vs. on-line) advertisement placed in a national professional journal (the Chronicle of Higher Education is the preferred publication), giving the name and dates of publication, and which states the job title, duties (including teaching), qualifications and requirements;
4. evidence of all other recruitment sources utilized; i.e., websites, newspapers, etc.; and
5. a written statement attesting to the degree of the alien's educational or professional qualifications and academic achievements.