

T A M P A

POLICY FOR FOREIGN NATIONAL FACULTY HIRES

At its discretion, The University of Tampa may file a Petition with the United States Citizenship and Immigration Services (“U.S.C.I.S.”) for a non-U.S. Citizen/non-U.S. Lawful Permanent Resident to enter the United States to commence employment. Typically, The University of Tampa will file for H-1B Visa status. The H-1B Visa Petitions will only be filed on behalf of a non-U.S. Citizen/non-U.S. Lawful Permanent Resident who has accepted an appointment for a tenure track faculty position or a non-tenure track faculty member who is on a renewable appointment. Employment is conditioned on being eligible to lawfully work in the United States at the commencement of the new academic year (mid-August).

Human Resources will process:

- H-1B Visa Petitions, including Change of Status, Extension of Stay and Consular Processing, and
- Employment-based U.S. Permanent Residency.

H-1B Visa Petitions:

The hiring department is responsible for any government filing fees associated with an H-1B Visa Petition or Employment-based U.S. Permanent Residency filings.

Based upon eligibility and internal approval, and as part of the employment process, the I-129 Petition for a H-1B Nonimmigrant Worker is initiated and processed through the Office of Human Resources.

The University of Tampa will pay for standard processing, attorney fees as well as required government filing fees and certain other associated costs when filing the H-1B Visa Petition. Attorney’s fees for representation of an employee’s dependents are not covered by The University of Tampa. Additionally, any required government filing fees for dependents will also be the responsibility of the employee. All approved expenses incurred by The University of Tampa will be charged to the employee’s department.

Employment-based U.S. Permanent Residency:

- You must be a full-time continuing employee and employed longer than one (1) semester, and preferably one full academic year with The University of Tampa. Your position must not be funded by a grant or by outside sources.

The University of Tampa will decide whether to sponsor an employee applying for U.S. Permanent Residency on a case-by-case basis. Sponsorship for U.S. Permanent Resident status is based upon the employee completing at least one (1) semester of continuous employment, and preferably one full academic year, with The University of Tampa and achievement of a satisfactory level of job performance.

Based upon eligibility and internal approval, the process to apply for U.S. Permanent Resident status, employment-based, is initiated through the Office of Human Resources. The University of Tampa will pay for the PERM Labor Certification process (Stage 1). All costs and required fees associated with the PERM Labor Certification process will be charged to the hiring department. The employee will be responsible for the remaining stages of the U.S. residency process including the filing of the I-140 Petition, I-485 Application, *etc.* with the U.S.C.I.S.

Other:

1. The University of Tampa's sponsorship of an employee for Nonimmigrant Worker Visa status or U.S. Permanent Resident status does not constitute a guarantee of employment.
2. The University of Tampa reserves the right to amend and/or withdraw each Petition at any time; and
3. The University of Tampa reserves the right to modify this policy at any time, based upon, but not limited to, changes in applicable law, changes in U.S.C.I.S. policy, and/or changes in the employee's circumstances, *etc.*