



Financial Support Policy for International Full-Time Faculty/Staff Seeking U.S. Citizenship and Immigration Services Approval PER 11.0

Human Resources

Policy Type: Administrative

Applies to: Full Time Faculty and Staff

POLICY DATES

Issued:

Revised: 10/2018

Edited:

Reviewed: 3/2020

This document provides guidance on the institution's policy regarding the funding to receive the necessary immigration documents to be eligible to work in the United States of America.

Policy Details

All full-time international faculty and staff must pay certain immigration related fees incurred to acquire and maintain the needed USCIS clearances for teaching at the University of Mount Union. The University will hire immigration counsel for all employer-sponsored petitions and assist the full-time faculty/staff member by contributing up to \$3,000 towards attorney fees incurred toward the H1B visa. University will also cover all filing fees that are required by the USCIS, which are in addition to the \$3,000 legal fees. These required employer paid fees include those for Fraud Prevention and Detection. Fees and related expenses incurred by faculty and staff in connection with obtaining his or her visa stamp in a passport are not subject to reimbursement under this Policy.

This benefit is only available to the faculty or staff member, fees incurred in connection with family members, including filing fees, are not included.

If the start date of the employment contract is shorter than the expected review and processing time of USCIS, the University of Mount Union may pay an additional fee of \$1,225 for premium processing. The payment of premium processing fees by the University will be based upon approval of President's Council to be determined in the Council's sole discretion. Faculty/staff members may choose to pay the premium processing fee individually and will be responsible for providing proper payment to the University. If the faculty/staff member chooses to pay the premium processing fee himself or herself, such fee is not subject to the \$3,000 contribution.

International full-time faculty/staff eligible for this financial assistance must meet the following criteria.

- The successful acquisition or change of employer petition of authorized employment to University of Mount Union.
- The successful completion of a background check.
- The legal expenses must be incurred in seeking approval from the USCIS for the international full-time faculty/staff to teach at the University of Mount Union. For example, the policy will apply to approved fees incurred in attaining appropriate temporary worker status for professionals.
- The University does not sponsor or contribute toward the Application to Register Permanent Residence or Adjustment of Status Petitions.

International faculty/staff members, who wish to apply for these funds, must gain approval from the appropriate Vice President prior to beginning the legal process. The University will pay legal counsel engaged by the University directly for fees up to \$3,000, with the employee being responsible for any amount over \$3,000, except as noted above when premium processing is approved for payment by the University. All documentation of expenses incurred must be collected by the full-time faculty/staff member and submitted to the Office of Human Resources for processing payment.

In the event that there is a Request for Evidence issued by the USCIS, President's Council will review the nature of the Request for Evidence on a case-by-case basis to determine whether the University will reimburse any additional legal fees beyond the \$3,000 limit.

Financial Support Policy for International Full-Time Faculty/Staff Seeking U.S. Citizenship and Immigration Services Approval PER 11.0 Human Resources

Applies to: Full Time Faculty and Staff

Responsibilities

Position or Office	Responsibilities
Human Resources	Oversees the completion and filing of all application materials required by the employer.

Contacts (required)

Contact	Office	Telephone	E-mail/URL
Assistant Director of Human Resources	Office of Human Resources	330-829-6560	HUMANRESOURCES@mountunion.edu

History

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

Issued:

Revised: 10/2018

Edited:

Reviewed: 3/2020