THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Human Resources and Affirmative Action	**Number:**	201.18
		Revised:	2/20/95
SUBJECT:	Employment of Non-U.S. Citizens	**Date Issued:**	
		Attachment(s)	0
APPLIES TO:	All Faculty and Staff		
ISSUED BY:	The Offices of the Provost and Executive Vice President for Academic Affairs and Human Resources and Affirmative Action		

I. Policy

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

II. Regulations

A. The International Center should be contacted for consultation and guidance concerning appropriate visa status prior to 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 must review and approve all employment related visa application documents prior to submission to government agencies.

C. Deans, Directors and Chairs are responsible for signing Process Authorization forms and for designating signature authority for employment related visa application documents to an appropriate individual in the employing unit.

D. Operating units may use an outside immigration attorney, however, employment related visa application documents prepared by an outside attorney must also be reviewed and approved by the International Center prior to submission to government agencies.

E. Substantive changes in the terms and conditions of a faculty or staff member's appointment may necessitate an amendment to their visa status. The International Center must be consulted for guidance when such changes occur.

F. A fee will be assessed by the International Center and paid by the operating unit when the International Center prepares the documents for the visa application.

III. Procedures

Responsibility		
Employing Department or consultation Employment Office	1.	Contact the International Center for prior to the extension of a formal offer of employment to a candidate who is not a U.S. citizen or Permanent Resident, or when there is a substantive change in an appointment affecting such a faculty or staff member.
Dean or Director or Chair	2.	Sign Process Authorization forms and designate signature authority for immigration-related documents.
Employing Department	3.	Review and sign employment related visa application documents and submit to the International Center for review and approval. NOTE: Employment related visa documents prepared by an outside immigration attorney must also be reviewed and approved by the International Center.
International Center	4.	Assist with the completion of employment related visa application documents as requested, and review and approve documents.
	5.	Forward documents to government agencies. Contact employing department when government approvals have been obtained.
	6.	Forward all visa documents to the employing department.
Employing Department	7.	FOR FACULTY APPOINTMENTS: Attach visa documents to the Appointment Request and submit to the Faculty and Staff Records Office.

	FOR STAFF APPOINTMENTS: Forward visa documents to the Employment Office for submission to the Faculty and Staff Records Office with the appointment documents.
Faculty and Staff Records Office	8. Review the visa documents attached to the appointment forms to assure proper visa status has been obtained.
	9. File the visa documents in the faculty or staff member's personnel file.