

International Faculty/Staff Work Visa Options

Presented by the
Office of International Programs

Introduction

- The Office of International Programs (OIP) helps with processing work authorizations for Loyola's international employees.
- If you have an international candidate for an open position, please schedule them for a visit with OIP.
- Feel free to call Mary Theis at 773-508-3899 for an appointment.
- Here is our web site:
<http://www.luc.edu/iss/index.shtml>

Introduction Continued

- While the hiring department is generally responsible for application fees, and providing required documentation, processes for hiring international employees are relatively straightforward.
- If started in a timely manner, the application procedure should not delay a person from beginning employment at Loyola.

International Student and Scholar Services – Faculty/Staff Options

- H-1B Work Visa for Faculty
- Permanent Residency for Faculty
- J-1 Visiting Researcher/Professor Visa
- J-1 Exchange Student Intern
- H-1B Work Visa for Staff
- Other Work Visa Types
- Stipends for Visitors

H-1B for Faculty

- H-1B temporary worker status allows foreign nationals to work in the United States for a period of up to six years.
- OIP will process the H-1B petition for your employee
- Application fees are not paid by Human Resources or by the applicant. Typically, the academic department pays the fees. Currently, application fees for the initial H-1B are \$820.

H-1B for Faculty continued

- Work visas such as H-1B are employer specific. Unless otherwise specified, the individual in H-1B status may only be employed by their sponsoring organization. An employee can be sponsored by two different employers at the same time.

H-1B for Faculty Continued

- Unless the new employee is already in H-1B status, approval from USCIS can take up to 4 months.
- If the appointment is urgent, the hiring department can pay additional fees for premium processing (\$1000) and be guaranteed processing in 7 to 10 days.
- Dependents (spouse and children) can hold H-4 status during this time. Dependents in H-4 status may not work, but may attend school part-time or full-time.

Permanent Residency for Faculty

- Loyola employees who are tenure track or permanent faculty are eligible for sponsorship for permanent residency. They will usually begin with the H-1B work visa while in the process of applying for permanent residency.
- For tenure track and permanent teaching faculty on the Lakeside Campuses, the Office for International Programs, Student and Scholar Services, will assist in filing forms for the first two steps in the application for Permanent Residency (Green Card). The filing fee that the department pays for this step of the process is currently \$475.
- While the H-1B petition is relatively straightforward, the Permanent Residency process requires more input from the sponsoring department.

Permanent Residency for Faculty Continued

- The Office for International Programs will assist with the first two steps:
 - Foreign Labor Certification and
 - I-140 Immigrant Petition for Alien Worker
- The faculty employee will be responsible for the final step in the process,
 - filing the Adjustment of Status Application (Form I-485).

Permanent Residence for Faculty - Department Responsibility

- Fill out Perm-Department Information Form
- Retain resumes of all candidates (electronic)
- Keep a record of the hiring process, including lawful reasons for not hiring each candidate who was not offered the position
- Run at least one **PRINT AD** in a national journal

Permanent Residence for Faculty - Department Responsibility Continued

- Keep a record of hiring process, copies of all ads, dates run, etc.
- Provide a final report on the search committee's process
- Post notice of filing.
- Detailed information can be found at:
http://www.luc.edu/iss/permanent_resident.shtml

J-1 Exchange Visitor Researcher/Professor Visa

- This category is used for international visitors engaged in research and/or teaching and coming to the U.S. for more than nine days.
- This category is not appropriate for tenure track faculty.
- Positions may be paid or unpaid.
- Unless otherwise specified, the individual in J-1 status may only be employed by their sponsoring organization.
- There is no cost to Loyola for J-1 visa processing.

J-1 Visiting Researcher/Professor Visa

- Loyola's Faculty Administration Office has set guidelines for courtesy appointments for visiting scholars, whether they are American or International. Please contact Tim O'Connell in Faculty Administration for further information.

http://www.luc.edu/academicaffairs/visiting_scholar_information.shtml

- Once Faculty Administration makes the appointment, OIP will process the paperwork for the J-1 visa application.

J-1 Exchange Student Intern

- The J-1 "Student Intern" subcategory allows students currently enrolled and pursuing a degree at a postsecondary academic institution outside the United States to carry out an internship in the U.S. in the J-1 intern category.
- Student interns may participate in a student internship program at Loyola University Chicago for up to 12 months for each degree/major. The intern may not be involved in clinical or patient care. The internship can be paid or unpaid.

H-1B Work Visa for Staff

- The process for applying for the H-1B visa for staff is the same as that used for faculty.
- For Staff, the H-1B will be in a specialty occupation which requires a baccalaureate or higher degree. The H-1B can be extended for a total of six years.
- Application fees are not paid by Human Resources or by the applicant and are the same as for the H-1B for faculty (currently \$820).
- Loyola generally sponsors only full-time permanent faculty for Permanent Residency and not other faculty or staff.
- OIP will process the H-1B petition for your employee.

Other Work Visa Types

- The TN visa category is part of the North American Free Trade Agreement (NAFTA) and enables Canadian and Mexican citizens to enter the United States to engage in professional business activities on a temporary basis.
- OIP can provide information on this status.

Other Work Visa Types - continued

- The E-3 visa category applies only to Australian nationals. This category is similar to the H-1B, as it is a specialty occupation visa.
- E-3 visas should be requested for a minimum of two years. OIP will help file for this work visa.

Stipends for those in B-1/2 Visitors Status or those on Visa Waiver

- It may be possible to pay visiting lecturers and contractors who are in the United States on B-1/B-2 visitor's visa or WB/WT Visa Waivers. In some cases, the University can pay a Visitor's Visa-holder both an honorarium and reimburse for incidental expenses such as travel, meals, and hotel stay.
- Please Contact Maria Araque in General Accounting (maraque@luc.edu 312-915-8713) for more information about the required paperwork.

Summary

- The Office of International Programs is a resource for bringing international Faculty and staff to Loyola University Chicago. We help with processing visa paperwork and work authorizations for our international employees.
- Here is the International Student and Scholar web site: <http://www.luc.edu/iss/index.shtml>
- Feel free to contact Mary Theis at mtheis@luc.edu or 773-508-3899 if you have any questions, for further details or to set up an appointment.