

## **I. Policy Information**

**Policy Title:** International Faculty and Staff Visa Processing Fees Policy

**Policy Owner:** VCAA/Provost

**Responsible Official:** VCAA/Provost Brandon Schwab

**Approved by:** Chancellor on recommendation of the Chancellor's Cabinet

**Date Approved:** 02/20/2024

**Date Amended:**

**Effective Date of Amendment:**

**Targeted Review Date:** Note: The policy will be updated to reflect new arrangements if/when the UIS-UIC MOU for processing visas for UIS international faculty and staff is no longer in place.

**Contact:** Monica Kroft, Administrative Assistant to the Provost

## **II. Scope**

This policy covers all UIS faculty and staff potential hires for which the college/unit is requesting visa sponsorship.

## **III. Statement of Policy**

The sponsoring UIS college/unit is responsible for the cost of visa application processing for eligible employees. These costs include the UIC service fees as well as government processing fees. Costs may not be passed along to the employee.

## **III. Procedures**

### **A. Background**

UIS foreign national employees hold a variety of immigration statuses; some are sponsored by UIS and others are not. The UIC Office of International Services (OIS) is currently processing visas for UIS international faculty and staff through a memorandum of understanding with UIS. Colleges/units and employees will find immigration information on the [UIC Office of International Services website](#).

### **B. College/Unit Responsibilities**

Colleges/units considering the hire of a foreign national are encouraged to become familiar with the responsibilities of sponsorship before extending an offer of employment.

Once an offer has been extended and the offer letter accepted, the sponsoring college/unit will work directly with UIC OIS to initiate the appropriate U.S. immigration documentation, pending eligibility.

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The sponsoring college/unit is responsible for the UIC service fee as well as the government processing and mailing fees for visa applications. Standard and premium government processing options are available.\* Additional costs may be involved for cases where an exceptionally time-consuming application is anticipated.

**C. Payment Procedures**

UIC OIS will submit a miscellaneous voucher for visa processing fees related to a specific application/petition to the Provost’s Office. The Provost’s Office will coordinate the transfer of funds from the sponsoring college/unit to UIC OIS within 30 calendar days of receipt of the voucher.

**D. Foreign National Employee Responsibilities**

An employee who chooses to engage outside legal counsel will be responsible for arranging and paying for the cost of those services.

\*Current fees can be found at: <https://uofi.box.com/s/n2oahewkr6uak3c85cbhxnwgyltz0yc> (UIS login required)

Date approval recommended by Chancellor’s Cabinet: 02/20/2024

Date approved by Chancellor: 02/20/2024

Chancellor Signature: 