

UW-River Falls Administrative Policy	Application for Immigrant Visas
Policy ID: AP-06-101	
Effective: January 7, 2005	Maintained by: VCBF
Last Review: January 2023	Approved by: Chancellor
Review: 3 years	Next Review Date: January 2026

Policy

All applicants for the University of Wisconsin-River Falls (UWRF) positions must be eligible to work in the United States. All new hires must submit documentation establishing both identity and work authorization by the third day of work for pay.

Under certain limited conditions, the University of Wisconsin-River Falls sponsors foreign nationals for their work authorization documentation. UWRF works with UW-Madison’s International Faculty & Staff Services (IFSS) Office to prepare and file the immigration petitions. The federal requirements for sponsorship must be met prior to filing the petitions. Sponsorship will only be done for tenure-track faculty except in exceptional circumstances and at the sole discretion of the Director of Human Resources, in consultation with the Provost/Chancellor/or Vice Chancellor and IFSS.

Authority

The UW-River Falls Chancellor issues this policy in accordance with the Administrative Policy process.

The Vice Chancellor for Finance and Administration is responsible for the administration of this policy.

To request an exception to this policy, mailto: administrative-policy@uwrf.edu.

Sanctions and Appeals Process

Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.

Procedure

Human Resources, the hiring department/college and qualified faculty member will work in collaboration with IFSS to prepare and file immigration petitions. With the exception of portability cases, the faculty member may not begin legal employment until the petition has been approved by USCIS unless other work permission exists.

The University’s role is to submit the petition if we can. It is never a certainty that the permanent residence petition will be approved, and therefore cannot be promised as an enticement. Therefore, those involved in the hiring process need to make it clear that the University’s role is only to submit the application.

The hiring department/college is responsible for covering the following expenses in relation to processing immigration petitions:

New H-1B	H-1B Extension	Permanent Residency (PR)
<ul style="list-style-type: none"> • IFSS processing fee • Filing fee • Anti-fraud fee 	<ul style="list-style-type: none"> • IFSS processing fee • Filing fee 	<ul style="list-style-type: none"> • IFSS processing fee

The qualified faculty member is responsible for covering the following expenses in relation to processing immigration petitions:

New H-1B	H-1B Extension	Permanent Residency (PR)
<ul style="list-style-type: none">• Optional premium processing	<ul style="list-style-type: none">• Optional premium processing	<ul style="list-style-type: none">• Optional premium processing• Filing fee

Upon approval of the I-140 during the PR process, it is the expectation of the University that the faculty member pursue completion of the I-485 in order to finalize the PR process.

University Responsibilities

Department of Human Resources

Department/Unit Responsibilities

College Dean

Qualified Faculty/Staff Member

Contact

To direct questions about this policy, mailto: administrative-policy@uwrf.edu.