



Sponsorship of Foreign Nationals for U. S. Lawful Permanent Residence

The Human Resources Department is responsible for processing all applications for Lawful Permanent Residence (Green Card Applications).

Who Will Temple Sponsor

Temple University will typically sponsor foreign nationals who are full-time, regular employees in tenure and tenure-track academic job classifications, provided the Department Chairperson and Dean agree to support the application. These positions include *Professor, Associate Professor, and Assistant Professor*. A department may request an exception if unique circumstances justify the sponsorship of a particular employee.

Temple University normally does not sponsor foreign employees in the following classifications:

- non-tenure track positions
- clinician educators
- post-doctoral fellow/researcher positions
- staff positions such as software developer, laboratory technician, and administrative staff

A department may request an exception if unique circumstances justify the sponsorship.

The Sponsorship Process

1. Tenured and Tenure Track Faculty

- The faculty member must have the support of their Department Chair and Dean.

- The Department Chair must provide a written request for sponsorship, signed by the Dean, to Human Resources.
- The Human Resources Department will contact the department chairperson and faculty member with detailed information concerning the sponsorship process.

2. Non-Tenure Track Academic Positions, Post-Doctoral Fellow/Research Positions, and Administrative Staff

(EXCEPTION APPROVAL PROCESS)

A department may request an exception to this policy if it can demonstrate that it cannot recruit qualified applicants for the position. Before submitting the request, the department must obtain approval from the appropriate Vice President or Dean (i.e., for non-academic staff positions the Vice President or Provost to which the department ultimately reports; for lecturer, nontenure track faculty positions, and post-doctoral fellow/researcher positions the Dean).

A staff member, post-doctoral fellow/researcher, or lecturer who is not eligible for sponsorship by the university remains eligible to explore with an immigration attorney the possibility of self-sponsorship for permanent residence.

Designated Attorneys and the Filing of Required Immigration Forms

Any foreign national sponsored by Temple University for Lawful Permanent Residence must use the services of a university-designated immigration attorney to prepare and file the applicable immigration forms with the Department of Labor and USCIS. The Human Resources Department maintains a list of such designated immigration attorneys.

Payment of Costs and Fees Associated with Sponsorship

For planning purposes, foreign nationals seeking sponsorship with Temple University should be aware that Temple University will only pay the fees or costs

the Department of Labor requires sponsoring employers to pay when the application is submitted. All other fees and costs (attorney's fees, U.S. CIS filing fees, including but not limited to fees for Form I-140, Immigrant Petition for Alien Worker, and Form I-485, Application to Register Permanent Residence or Adjust Status, medical examinations, photographs, etc.) are the responsibility of the faculty member or administrative employee applying for permanent residence.

Working with Human Resources

The chairperson or supervisor must send a request for sponsorship to the Assistant Vice President, HR Employment Operations, in memo format.

Tenure and Tenure Track Faculty requests must include:

- Name of faculty member, TUID number, Job Title, Department Name, Supervisor Name, and CV.
- Written justification for sponsorship signed by Chairperson and Dean.
- HR will send information on designated attorneys to contact regarding the filing process and fees.

Non-Tenure Track Academic Positions, Post-Doctoral Fellow/Research Positions, and Administrative Staff requests must include:

- Name of employee, TUID number, Job Title, Department Title, Supervisor Name, job description, and resume.
- Written justification for the *exception request*, including the specialized nature of the position and recruitment challenges experienced or anticipated if a recruitment effort must be initiated.
- The exception request must be signed by the appropriate Vice President or Dean (i.e., for non-academic staff positions, the Vice President or Provost to which the department ultimately reports; for lecturer, nontenure track faculty positions, and post-doctoral fellow/researcher positions, the Dean).
- HR will review the requests with the Office of the Provost or the appropriate Vice President and follow up with the chairperson or supervisor.

*Positions assigned to any of these classifications may require a PERM Labor Certification. The PERM process requires employers to prove that there are no

qualified, available, and willing US workers to do the job. Contact the HR Office for more information on the PERM Labor Certification Process.