6.2.3 A Note on Visas

Formerly Known As Policy Number: 6.2.C

To hire a person from another country is a significant action, and the responsibility undertaken should be fully understood. The limitations and procedures pertaining to immigrant visas should be reviewed before an offer of long-term employment is made to a non-United States citizen, whether now residing abroad or in the United States on a nonimmigrant visa. The Director of the Bechtel International Center has been designated by the President to handle visa matters for foreign nationals, to advise in matters regarding immigration laws and regulations, and to execute visa petitions and other visa documents for the University. Before a preliminary offer of employment is made to a non-United States citizen and before the recommendation is forwarded to the Provost, the department chairperson or dean must contact the Director of the Bechtel International Center.