February 3, 2012

TO: Academic Deans, VP for Research, Research Center Directors

FR: Ingrid W. Hayes
Assistant Provost

RE: Scholar Immigration Petition Changes

I am writing to inform you of an important change in the International Student & Scholar Office (ISSO). Until recently, ISSO was able to manage almost all immigration status changes and updates internally. The staff was able to coordinate with academic units regarding petitions and filings with the appropriate state and federal immigration service offices.

We will no longer be able to support these petition services within ISSO. We will instead refer these services out to a qualified immigration attorney. Under this new procedure, it will be the responsibility of the sponsoring department to cover any legal fees associated with the petition filings. By law, the petitioner is not allowed to pay for these services. The Provost and I are discussing the potential for the development of a fund to offset a portion of these expenses for academic faculty. However, this cannot be guaranteed and you should consider an alternative funding plan at this time.

Fees can range from $2000-$4000 for H and TN petitions, depending on the type of petition and whether it will need to be expedited. Other types of petitions, including for Permanent Residence (PR card), can begin at $6000. This cost could increase depending on the complexity of individual situations. The ISSO will continue to support your departments’ petition needs by coordinating the collection of documents and serving as liaison between legal counsel and the affected University parties.

Below is a list of petition services that we would likely refer to an immigration attorney. This list is not exhaustive, but describes some of the most common requests that come to our attention.

Please let me know if I can help with any questions you may have.

Common services now requiring use of an immigration attorney:
- Petitions for H, TN or PR status
- Filing Department of Labor Prevailing Wage requests
- Compliance for non-U.S. citizen new employees