

## College sponsorship of H-1B Visa and Permanent Residency Application for Faculty.

### H-1B Visa

The College understands its responsibility in obtaining appropriate approval from the government when it becomes apparent the candidate of choice will require a visa to legally work for the College. It is understood that all costs, legal and filing fees as well as any other charges associated in making a petition for an H1-B visa will be paid for by the College. Application work needs to begin as soon after the candidate has verbally accepted the employment offer as possible. It should be communicated to the applicant that employment and payment for services cannot begin prior to approval of the H-1B application. The hiring department will be responsible for updating the candidate on the application process.

Simpson will not be responsible for any costs that may be incurred for the consular processing fees to obtain the actual visa at a consulate abroad or the application for an H-4 visa for dependents.

### Permanent Residency Application

If a candidate should wish to begin the process necessary for permanent residency, they need to be made aware of how the College will handle requests for assistance in making such application. To begin a discussion between the hiring department and the Vice President for Academic Affairs must agree that continued employment is a good possibility for the individual wishing to make the permanent residency application. This meeting between the hiring department and the Dean needs to take place at the conclusion of the first semester the individual seeking permanent residency teaches to determine if the College will support the application. The outcome of this meeting needs be shared, in writing, with the applicant.

If the decision is to sponsor the applicant the first step in the application process is the filing of the PERM application. This must be done within eighteen (18) months of the acceptance of the original hire offer, because there are very stringent rules regarding the use of the applicant pool data collected at the time of the original search. The College also understands it will be responsible for payment of the initial costs associated with the PERM process (legal and filing fees of the PERM application, and other miscellaneous expenses). It should be made clear that the College is

unwilling to assist in the permanent residency process after the original 18 months has elapsed. And that all subsequent costs, after the original filing of the PERM application, will then be the responsibility of the candidate making the application.