POLICY STATEMENT (R*)

1. The University shall not promise, upon recruitment or initial hire of a foreign national employee, to support the candidate’s application for permanent residence.
2. An employee may not solicit the University’s sponsorship for an application for Labor Certification in connection with an application for permanent residence prior to the employee’s satisfactorily completing a minimum of one year of full-time employment with the University.
3. The labor certification/permanent residency process may not be initiated without the approval of the appropriate unit administrator/dean, and area vice president, and ultimately the Vice President for Academic Affairs (for academic employees), or the Office of Workforce Recruitment in the Division of Human Resources (for non-academic employees), as appropriate. Once approved, all labor certifications must be processed through the law firm retained by the University.
4. The University reserves the right to end the sponsorship and petitioning process at any time and for any reason.

PROCEDURES (O*)

1. A unit/department wishing to sponsor an employee for permanent residency must present a proposal for the University to consider whether to file a Labor Certification application. The unit/department must include in its proposal the account number to which all associated charges will be billed as all fees related to obtaining the labor certification must be paid by each unit/department.
2. The unit/department must submit the proposal for approval to the unit administrator/director/dean, including approval for the expenditure of the funds necessary for the application.
3. If the unit administrator/director/dean approves the proposal, he/she must forward it to the Office of the Provost (for academic employees) or the Office of Workforce Recruitment in the Division of Human Resources (for non-academic employees).
4. The Office of the Provost/Division of Human Resources may:
   a. Decide to seek an EB-1 Permanent Residence status instead of a Labor Certification, or
   b. Approve submission of the Labor Certification application, or
   c. Deny submission of the Labor Certification application.

If the decision is to proceed under 4a or 4b above, the unit/department is authorized to contact the immigration law firm of Fragomen, Del Rey, Bernsen & Loewy at One Alhambra Plaza, Suite 600, Coral Gables, Florida 33134, (305) 774-5800, to prepare and file labor certifications on behalf of the University and the employee. The unit/department shall communicate directly with the attorneys, provide information and documents requested, and pay their fees at the rate already negotiated by the University.