

## Guidelines Governing Work Authorization For Foreign Nationals Drake University

**Guiding Principle:** In order to comply with the provisions of the Immigration Reform and Control Act, Drake University may not employ individuals who are not authorized to work in the United States. Petitions for temporary employment and permanent residency must serve to support the mission of Drake University and must fully comply with the regulations of the Department of Labor and the Department of Homeland Security.

### **Drake University Job Eligibility for H1-B and Immigrant/Permanent Resident Status:**

The following table illustrates those eligible for work authorization support from Drake University.

	<b>H1-B*</b>	<b>Permanent Residency</b>
<b>Full-Time Faculty (except visiting faculty)</b>	X	X , if there is an expectation of re-appointment at the time the decision is made. At least one performance review must be completed.
<b>Visiting Faculty</b>	X	
<b>Full time professional staff</b>	X	
<b>Senior Administrators</b>	X	X, with the approval of the President

\*The feasibility of petitioning for H-1B status is contingent upon several factors such as funding, salary, job requirements, and both the educational background and the current immigration status of the foreign national. Per federal regulations, not every position is eligible for H1-B status. In addition, in order for existing employees to qualify for H1-B status or permanent residency, there must be an expectation of continued employment or re-appointment and a satisfactory performance record.

**Financial Support:** If an employee is deemed eligible, Drake will pay all attorneys and filing fees necessary for a H-1B or permanent residency. Immunizations or other incidental costs are the responsibility of the employee. All necessary filings will be completed by counsel selected by Drake University.

Departments hiring individuals who may need work authorization should contact Human Resources PRIOR to the extension of an offer.