



### **Employees Eligible for H-1B Visa and U.S. Permanent Residency Sponsorship**

The University of Texas Health Science Center at San Antonio will sponsor all faculty, classified, postdoctoral trainee, & A&P titles that meet the legal eligibility requirements for H-1B visa sponsorship **if** requested by the department.

However, the University of Texas Health Science Center at San Antonio will **only** sponsor the following employees for employment-based U.S. permanent residency:

\*Employees in non-temporary, full-time roles (i.e. *excluding* adjunct, adjoint, instructor, lecturer, and visiting titles) **if**:

- 1) the department desires to do so understanding the costs and commitment involved **and**
- 2) the legal requirements for sponsorship can be met.

The Office of International Services (OIS) in consultation with the outside immigration attorney(s) approved by University of Texas system to represent the Health Science Center will determine the most appropriate pathway of U.S. permanent residency sponsorship. The only authorized campus representatives to approve and to sign on behalf of the institution the petitions sponsoring an employee for U.S. permanent residency are the Director of the OIS and the Vice-President of Academic, Faculty, and Student Affairs.

### **Process for Department to Initiate U.S. Permanent Residency Process**

To initiate the process for sponsoring a qualifying faculty member for U.S. permanent residency sponsorship, please complete the Request for Employment-Based LPR Sponsorship questionnaire and scan a copy of the employee's resume/CV to the OIS Director, currently Julie Wilbers, [Wilbers@uthscsa.edu](mailto:Wilbers@uthscsa.edu). The OIS Director will review the documents and contact the sponsoring department to set up a time to discuss permanent residency options, the associated costs and estimated timeline, as well as the process to outsource the preparation of the U.S. permanent residency application to an immigration attorney approved by the University of Texas system to represent the Health Science Center.

The request for sponsorship must come to OIS directly from the hiring unit, and not from the international employee. A hiring unit should consider the following factors before proposing to sponsor an international employee for permanent residency: 1) the hiring unit's confidence that funding for the international employee's position will continue to be available; 2) the hiring unit's willingness and ability to pay the costs associated with the permanent residency process (these could include advertising fees, filing fees, and legal fees); 3) the hiring unit's ability to dedicate administrative staff time to the permanent residency process; and 4) evidence of a commitment to a long-term employment relationship by both the hiring unit and the international employee. OIS will make the final decision about whether university sponsorship is appropriate as well as the timing and category of such sponsorship.