HIRING INTERNATIONAL SCHOLARS INTO TENURE-TRACK POSITIONS

START

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Dean's Office Submits "Employment Eligibility Checklist" directly to Faculty Affairs with the Approval to Negotiate package **before** forwarding to the Provost.

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Faculty Affairs makes employment eligibility recommendation to the college and forwards Approval to Negotiate Package to the Provost for review.

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Provost reviews and notifies college of approval to negotiate for position. College offers position to the international scholar.

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International Scholar accepts position and retains an immigration attorney to prepare petition paperwork.

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H-1B petition paperwork submitted to United States Citizenship and Immigration Services (USCIS) for review and approval.

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USCIS approves H-1B petition. International scholar takes approval to The Center for Human Resources and is placed on SDSU payroll.

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Labor Certification Application submitted on-line to the Department of Labor (must be completed within 18 months of job offer).

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Labor Deparment approves Labor Certification Application. Immigrant Visa Petition (Form I-140) must be submitted within 180 days to USCIS. Check with immigration attorney when International Scholar and dependents can submit the Application to Adjust status to Permanent Residence (I-485).

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USCIS approves I-140 Immigrant Visa Petition. International Scholar and dependents may then be interviewed by USCIS regarding the I-485 Application to Adjust status to Permanent Residence.

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International Scholar receives Permanent Resident Card (green card) and updates status at The Center for Human Resources.