

Illinois State University – Office of the Provost
International Faculty Support Funds
Funds are only allocated for qualified Tenure Track Faculty

The Office of the Provost will provide support for expenses related to the processing of legally required documentation from the Department of Homeland Security for initial employment of individuals who require sponsorship in Tenure-Track Faculty positions. Support will be provided for three distinct aspects of securing the employment documentation.

- I. H1B Processing – Attorney Fees Only – \$1545** *** Prices could vary based on USCIS costs and attorney fees.*
 Human Resources will verify employment of a new Tenure-Track International faculty member and communicate that information to the AVP for Academic Fiscal Management in the Office of the Provost – Campus Box 4000. Upon receipt \$1545 will be transferred to Human Resources to support the attorney fees associated with the H1B processing.

- II. H1B Processing – Related Fees – \$960** *** Prices could vary based on USCIS costs and attorney fees.*
 Upon verification by Human Resources of employment of a new Tenure-Track International faculty member, an additional \$960 will be transferred to Human Resources to support expenses related to H1B processing; excluding the attorney fees.

- III. Permanent Residency Sponsorship – \$1030** *** Prices could vary based on USCIS costs and attorney fees.*
 No later than 16 months after the initial offer date, departments/schools can request funds to support the initiation of Permanent Residency (green card) sponsorship. The Office of the Provost will transfer \$1,030 to Human Resources for their payment upon verification of the faculty member’s good standing.

Please Note:

Departments are responsible for other costs associated with visa sponsorship, which include but are not limited to the following: H1-B Extensions and express mailing costs (Initial PERM applications, approval notices to individuals outside of the country, receiving receipt or approval notices, mailing premium processing documents). This form is not a comprehensive listing of all potential costs since each sponsorship case is unique. If you have any questions about potential costs, please contact your Faculty Employment Consultant. *** Prices could vary based on USCIS costs and attorney fees.*

This form may be used for any of the three fund requests. Please return the form to Human Resources— Campus Box 1300

Faculty Name _____ UID _____

Department/School _____ Hire Date _____ Date of Offer _____

Type of Funds Requesting

- H1B – Attorney Fees
- H1B – Processing Fees
- Permanent Residency Sponsorship

Department Chair/
 School Director _____
 (print) _____ (sign)

 (date)

Dean _____
 (print) _____ (sign)

 (date)