

Immigration Sponsorship Policy

Under certain conditions, Centenary College will consider sponsoring employees for work-related visas and/or permanent residency. The decision to provide immigration sponsorship must be approved by the Provost and Dean of the College for all faculty positions or by the appropriate Vice President for staff positions. Once approved, visa procurement is managed through Human Resources.

H1-B

H-1B visas are specialty occupation visas for temporary employment. To secure an H-1B visa, the college must demonstrate that the job in question is one that requires special preparation, and that the person being sponsored has the required preparation and education. H-1B visas are available only for positions which require at least a Bachelor's degree. Centenary College offers H-1B sponsorship only for full-time tenure-track faculty positions and visiting faculty positions. Students, visiting scholars, temporary, part-time and/or staff employees are not eligible for H-1B sponsorship.

A decision about whether a position will be eligible for sponsorship for an H-1B visa will be made by the Provost in consultation with the department chair during the hiring process. An H-1B visa is valid for three years, and can be extended for one period of three years. There is no mechanism for transferring an H-1B visa from another employer. If the college decides to hire someone who is working for another employer on an H-1B visa, we still must go through the entire H-1B application process.

If the college decides to sponsor a faculty member for an H-1B visa, the college will pay all associated legal fees and filing fees for the employee. Visa expenses for the employee's family members are the responsibility of the employee.

The process for securing an H-1B visa takes approximately three to six months.

Permanent Residency ("Green Card")

Centenary College sponsors only full-time tenure-track faculty positions and full-time administrative staff positions for permanent residency. Students, visiting scholars, visiting faculty, temporary, and part-time staff are not eligible for sponsorship for permanent residency sponsorship.

In order to secure permanent residency for an employee, the college must be able to prove that no more qualified US citizen is available for the position. Thus not every tenure-track faculty position is eligible for sponsorship. A decision about whether a position will be eligible for sponsorship for permanent residency will be made by the Provost in consultation with the department chair during the hiring process.

The decision about whether to actually proceed with the application for permanent residency on behalf of the new employee will depend upon the employee's performance in the first year on the

job. Should the college decide to go forward with sponsorship, initial application will be made 15 months after the initial job offer in order to take advantage of the competitive recruitment process so the position does not have to be reposted.

If the college decides to sponsor a faculty or staff member for permanent residency, the college will pay all required Employer and Employee legal fees and filing fees for the employee. However, should the employee voluntarily leave Centenary's employment prior to three (3) years, then the employee shall reimburse Centenary for the "Employee" portion of fees on a pro-rata basis. Centenary will not seek or receive payment of any kind from the employee for any activity related to an application for permanent employment certification (ETA-9089), whether as an incentive or inducement for filing or as a reimbursement for costs incurred in preparing and filing the application.

Immigration expenses for the employee's family members are the responsibility of the employee.

We begin the process of securing a green card 15 months after the initial offer of the tenure track position, and the process itself takes a minimum of least 15-18 months. Depending on the availability of immigrant visas for the employee's country of origin, it could take much longer.