



**To:** UNLV Deans, Department Chairs/School Directors  
**From:** Michael W. Bowers, Executive Vice President and Provost  
**Subject:** Hiring/Hosting International Scholars  
**Date:** March 1, 2010

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This memo serves as a reminder that the Office of International Students and Scholars (OISS) is the University office designated to guide departments on immigration matters related to hosting or hiring international scholars. International scholars are faculty, researchers, or staff who are not U.S. citizens nor permanent residents ("Green Card" holders). International scholars may or may not be paid employees of UNLV. The current economic climate is resulting in increased government scrutiny of international employees and visitors.

This memo outlines basic information related to the recruitment, hiring, or temporary placement of an international scholar.

**1. How to legally ask if someone is an international scholar**

**NOTE: The hiring department, not Human Resources, is responsible for being aware if a prospective employee needs a visa to work in the U.S.**

During the interview process, you may ask "*Can you, after employment, submit verification of your legal right to work in the United States?*" If the individual is coming to UNLV to conduct research in a non-paid capacity, you may ask "*Do you require a visa to come to UNLV to conduct your research?*"

**2. If the candidate or visitor is an international scholar, contact the Office of International Students & Scholars (OISS) – 895-0143, <http://studentlife.unlv.edu/international/Visa/index.html>**

If a candidate/visitor indicates that he or she will need a visa to be an employee or to visit UNLV, please contact OISS **prior to** making a formal offer of employment or invitation to visit. In addition, Jan Keiser, Assistant Director of OISS, is available to meet with candidates during the on-campus interview to discuss work visa options and answer any of their visa and immigration questions.

**3. "Green Card" Issues**

"Green Card"/ Permanent residency is a very complex topic. All departments are advised to consult with the Office of International Students and Scholars **prior** to entering into discussions about "green cards" with prospective or current employees.

- A. The university policy on employment-based permanent residency requires the hiring department to pay the costs associated with the employer's application for the "Green card" including attorney's fees. The process requires approvals from several university officials before the permanent residency application can begin.
- B. Not every international scholar will qualify for U.S. permanent residency based on employment at UNLV. **Only the Office of International Students & Scholars should answer a candidate's permanent residency questions.**
- C. It is the employer's choice whether or not to sponsor someone for permanent residency. **NOTE:** Departments should not sign any immigration forms related to permanent residency or any visa process. OISS is the only University office with authority to sign U.S. Immigration, and Department of Labor documents (e.g., Forms G-28, I-140) on behalf of the University.