



OFFICE OF
THE PRESIDENT

AUBURN UNIVERSITY

Sesquicentennial

January 4, 2006

MEMORANDUM

TO: Deans, Department Heads/Chairs and Directors

FROM: Ed Richardson 

SUBJECT: Policy Statement on Immigration Procedures

The employment of international faculty and staff is subject to complex federal law and regulation. Failure to abide by U.S. immigration laws can expose the University to significant liability for fines and penalties. The Office of International Education is therefore charged with the responsibility for monitoring immigration-related issues in collaboration with AU Human Resources and the Provost's Office.

All immigration petitions filed on behalf of a foreign national for employment at Auburn University, including H-1b visas and employment-based Permanent Residency, are filed by the University as the sponsoring employer. Auburn University reserves the right to amend and/or withdraw such petitions at any time. All University petitions, including letters written in support of petitions by foreign workers who self-petition for permanent residence, must be coordinated through OIE and reviewed by the University's counsel for immigration matters.

The University does not pay for legal fees and costs incurred in connection with immigration matters. Therefore, it is the responsibility of the individual or hiring unit to pay all costs and fees associated with immigration filings. Please note that these costs will include the cost incurred for review of all petitions and filings by the University's immigration counsel.

Deans, department heads/chairs, and directors are responsible for compliance with these requirements. Questions regarding the employment of foreign nationals should be directed to the department hiring liaisons who will consult with OIE, Human Resources, or the Provost's Office. For more information regarding University policy and procedure with respect to immigration matters, please visit the OIE website.

Owing much to the past, Auburn's greater debt is ever to the future.

107 Samford Hall, Auburn, Alabama 36849; Telephone: 334-844-4650; FAX: 334-844-6179

w w w . a u b u r n . e d u

Policy on Payment of Legal Fees for Immigration Expenses
Effective October 25, 2006

Effective immediately the cost of obtaining an H-1 visa for new AU employees who require such is considered a cost of employment which may be paid by AU. Such costs might include DHS security fee, H filing fee, and associated attorney fees. Contract or grant funds may be used if the cost is allowable by the sponsoring agency and the applicable future employee is being hired to work on that specific project. The cost may be split proportionally between AU and the applicable C&G funds if the future employee's efforts will be split between AU funded and research funded work.

The cost of premium processing may be appropriate in some limited cases. The payment of such will require Dean approval.