**Guidelines for Departments**

The following handout is intended to provide basic information on the Permanent Residency Sponsorship process for teaching faculty. For more details or if you have any questions, please contact an international scholar advisor in the Office of Global Services (OGS).

### Permanent Residency for Teaching Faculty

#### Recruitment

It is important that any advertisement for a teaching position be placed in a professional journal of national circulation, either in print or online. If online, the advertisement must be posted for at least 30 calendar days. Departments should document all advertisements including the start and end dates and the text of the advertisement. The ad must:

- Include job title, job requirements and description (Degree and experience requirements should be clear. If All but Dissertation (ABD) is acceptable, then the ad should indicate that.),
- Must make it clear that the job involves teaching,
- Must refer applicants to the Georgetown employer with appropriate contact information, and
- Must indicate that the position is in Washington, D.C.

#### Eligibility

Georgetown University can sponsor tenure line teaching faculty as well as non-tenure line teaching faculty, if they were hired based on a competitive recruitment and selection process. All requests must be approved in advance by the Department/School. For full sponsorship policy, visit [http://internationalservices.georgetown.edu/departments/sponsor/policy](http://internationalservices.georgetown.edu/departments/sponsor/policy).

Georgetown University can sponsor teaching faculty for Permanent Residence via a Special Handling Labor Certification, provided that the Department went through a competitive recruitment and selection process, the foreign national was the most qualified applicant and the application is filed within 18 months of the date of the offer letter.

Tenured faculty should contact OGS to discuss their specific case.

#### Timeline

It is best to begin the sponsorship process the faculty’s first semester at Georgetown, even if s/he does not require sponsorship for an H-1B temporary worker visa right away.

The Labor Certification application must be filed with the Department of Labor (DOL) no later than 18 months from the date of the offer letter. Additionally, prior to the application being submitted to the DOL, OGS needs approximately four months to receive a Prevailing Wage Determination and to prepare the application.

Once the Labor Certification application is submitted, average processing at the DOL is 6-8 months before any applications can be filed with U.S. Citizenship & Immigration Services (USCIS). Total processing time is 1.5-2 years on average but can be longer.

#### Process

**Faculty:**

1. Completes employee portion of Permanent Residency Request Form: Labor Certification (Teaching) and provides it to Department Administrator with all supporting documentation.

   Request Form available at [http://internationalservices.georgetown.edu/forms/](http://internationalservices.georgetown.edu/forms/)

**Department:**

2. Puts up posting page (last page of request form) in 2 places for 10 business days in the Department. This is different from any H-1B posting and is required for this process.

**OGS:**

3. Completes Department portion of the request form and writes recruitment and selection report. Provides these documents, copies of all advertisements and all applications to OGS for processing.

4. Reviews request and supporting documentation and files Prevailing Wage Request with DOL (4 month average processing time).

5. Once Prevailing Wage Determination issued, files Labor Certification application with DOL. (6-8 month average processing time)

6. Once Labor Certification approved, files I-140 immigrant petition with USCIS. This is Georgetown’s application to sponsor the faculty member for Permanent Residency. This requires a $700 check from the Department. (6-8 month average processing time)

**Faculty:**

7. Files I-485 adjustment of status application, either concurrently with I-140 immigrant petition or at a later date. This is the faculty member’s application to change his/her and his/her family’s status to Permanent Resident. $1225 fee per applicant is normally reimbursed to tenure line faculty. (8 month-1 year average processing time)