



HIRING FOREIGN NATIONAL EMPLOYEES

Immigration regulations are complex and you do not have to navigate them alone. Below are some frequently asked questions regarding initiating the process for hiring a foreign national employee. You can always visit the [Division of Human Resources - Foreign National](#) page on the DHR website for additional information.

Where do I receive help on campus with foreign national employment?

The Staffing Services Office, Student and Foreign National Employment Manager, within the [Division of Human Resources](#) (DHR) works in partnership with Academic Affairs and other administrative offices to ensure compliance in the employment process for foreign nationals at [North Carolina Agricultural and Technical State University](#) (N.C. A&T).

Which policy governs the hiring of foreign national employees and visitors?

The [Foreign National Employment Policy](#), along with other applicable university, federal and state policies, governs the hiring and compensation benefits for foreign national employees and visitors.

My department would like to bring a visitor to the United States for research/collaboration, what do I need to do?

Academic departments seeking to bring scholars to the United States for appointments and lecturers at N.C. A&T must do so based on the procedural instructions and guidelines established by university policies. F-1 and J-1 status categories are processed and approved by the [Office of International Affairs](#) in the Division of Academic Affairs, and correspond with the foreign national employment manager in the DHR.

How does my department sponsor an H-1B visa status?

It is highly recommended that the department consider the DHR's processing timeline when requesting an academic appointment and completing the foreign national's request forms. The department must complete the necessary request forms. The forms must be submitted to the student and foreign national employment manager in the DHR with all supporting documentation at least six months prior to the anticipated start of employment. The student and foreign national employment manager must receive all required documentation before processing can commence—no exceptions.

The DHR requires a minimum of 60 days for internal processing of the departmental H-1B application request (internal timelines may change without notice depending on volume of requests, incomplete request forms/information, uncontrolled outside agency processing/responses, etc.). **Important note:** An H-1B employee cannot work for nor receive monetary payment/compensation or expense reimbursement from any employer, agency or organization outside of the university upon receipt approval of the H-petition (Form I-797) from [U.S. Citizenship and Immigration Services](#) (USCIS).

HIRING FOREIGN NATIONAL EMPLOYEES, cont.

How does my department sponsor permanent residency?

N.C. A&T sponsors certain faculty (professors) and researchers for permanent residency. The processing time for permanent residency varies. Priority workers may finish the process in one to two years, while the other classifications can take at least three or more years.

The employee and department chair should meet to discuss the opportunity of permanent residency sponsorship. The department should complete the **Recommendation for Permanent Residence Sponsorship Form** and advance the recommendation up to receipt in the DHR. The request will be reviewed in the DHR to determine eligibility and forwarded with an official case assessment to the Office of the Provost for final review and sponsorship determination. The provost and vice chancellor for academic affairs must approve N.C. A&T sponsorship before the DHR may begin to initiate the permanent residence process. The university reserves the right to decline permanent residence sponsorship as deemed necessary for the best interest of the university.

Upon receipt of the recommendation for permanent residency sponsorship, the student and foreign national employment manager will complete a thorough assessment of the submitted documentation. During the review, it will be determined which (if any) employment-based permanent residency category the employee meets the eligibility criteria for sponsorship. Once the employment-based permanent residency recommendation has been approved by the Office of the Provost, the student and foreign national employment manager will provide the necessary instructions and documents to the department chair and employee.

Where can I go to obtain additional information?

The information and resource material shared in the foreign national employment section of the DHR website provides academic departments with guidance related to their intent to invite, hire and/or sponsor a foreign national visitor at N.C. A&T. It is not all inclusive to the federal regulations that govern non-immigrant status eligibility and/or authorization to work. For further consultative guidance regarding foreign national visitors and employment, please contact the Staffing Services Office at 336-285-3773. Read more about [foreign national employment at N.C. A&T](#).

DISCLAIMER FOR FOREIGN NATIONAL MAINTAINING STATUS: It is the primary responsibility of the sponsoring department and foreign national visitor to maintain valid status while in the U.S. and for the duration of the said activity or employment with N.C. A&T. **This includes initiating a timely notification to the Division of Human Resources of the department's intent to extend or terminate the stay of the visitor as outlined in accordance with the policy and procedural guidelines for the university.** Failure to do so renders no liability to the university or its employees and can determine the visitor ineligible for continued service and/or employment at N.C. A&T.

