

\*must include at least 1 print advertisement in addition to the normal recruitment effort in order to be able to petition for permanent residency in the future

International / Foreign National Hired

After initiation from the department, HR begins H 1B process to employ temporary international worker.  
\*Department responsible for filing fees

H 1B valid for up to 3 years, may be extended to 6 years

All Professional employees in cases where the PR process begins more than 18 months after original offer letter  
Any extraordinary case

Department is responsible for all filing fees, with the exception of the I485 Adjustment of Status fee.

Employee pays final filing fee for I485 Adjustment of Status.

Dependent applications directly related to employee's status will be processed by HR (including legal fees if necessary) i.e. H4 if currently in US. With the