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Policy Name

13.1100 Foreign National Policy

Purpose and Scope

This policy governs the sponsorship of individuals who are not United States citizens for employment by Alvernia University ("AU").

	Maintains and enforces this policy. Receives exceptions to the policy.
	Serves as final approval for policy and assists with reviewing exceptions to the policy.

Policy

DEFINITIONS

- A. Foreign National: an individual who is a citizen of any country other than the United States.
- B. Nonimmigrant Visa Status: a temporary immigration status of limited scope and duration that allows a Foreign National to work in the United States on behalf of the University in a specific position; includes H-1B status, TN status, and O-1 status, among others.
- C. Lawful Permanent Residence: an immigration status which confers the right to work and live in the United States on a permanent basis, also known as a "green card." III.

PROCEDURE

A. CONFIRMATION OF EMPLOYMENT AUTHORIZATION

As required by federal law, all individuals hired by the University, whether U.S. or foreign-born and without limitation or discrimination, must complete and sign the United States Citizenship and Immigration Service Form I-9, the Employment Eligibility Verification, and present acceptable original documents as required by the Form I-9 to establish identity and eligibility to work in the United States.



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