



**SAMPLE for CORPORATE CLIENTS:
LIST OF RESPONSIBILITIES FOR IMMIGRATION PROCESSES**

The following departments and individuals are responsible for knowing and following the company's immigration procedures & policies:

Human Resources (HR) –Representing Business Unit:

- ❑ Submit completed Visa Request Form with any relevant job requisition form and job description to Corporate to the Immigration Dept.
- ❑ Remind candidate or current employee to submit the Visa Status Process Form to the Immigration Dept.
- ❑ Obtain missing documents from candidates
- ❑ **Participate in the initial green card (PR) meeting**
- ❑ Review and sign PR questionnaires
- ❑ **Consult with Corporate Immigration before approving any change in job title, duties, compensation (if lower than the original offer) and/or work location for a non-U.S. worker employee**
- ❑ **Ensure that once such changes are made, they are entered into the Company's HRIS, with a notification to the Immigration Dept. as to the new terms.**

Foreign National Employee

- ❑ **Send copy of I-94 cards and visa every time one is received**
- ❑ **Do not change jobs without prior approval**
- ❑ **Do not travel internationally without prior approval**
- ❑ **Attend the immigration training programs, including "Visa 101"** (required for those seeking permanent residence sponsorship by the company), "Town Hall" meetings presented by the company's immigration counsel, and the PR meeting.
- ❑ Use self-service tools before calling your Immigration Specialist, such as the process stages and reported government processing times
- ❑ **Contact Payroll and Records regarding tax exempt status and I-9 verifications**
- ❑ Contact _____ [Specialist or Attorney] for any questions
- ❑ Pay Employee-portion of fees associated with PR process and visa revalidation

Manager of Foreign National Employee

- ❑ Hire the “most qualified” person for the position and actively recruit U.S. workers. If a non-U.S. worker fills the position, coordinate with Divisional HR and the Corporate Immigration Department in the nonimmigrant and immigrant visa process
- ❑ Pay Employer-portion of visa and PR fees
- ❑ **Familiarize yourself with visa restrictions regarding job changes**
- ❑ **Consult with Divisional HR and Corporate Immigration before any change in employee’s job title and work location**
- ❑ **Participate in initial PR meeting and attend other immigration training programs**
- ❑ Ensure employee understands and complies with corporate immigration polices

Global Customs and Export Compliance Department [or Outside Counsel]

Based on the employee's response to the Foreign Nationals document (contained in the offer letter package), process the required export license application and communicate results to the HR manager and employee.

Immigration Specialist [or Department]

- ❑ Act as consultant to HR and managers regarding foreign national hire
- ❑ Process paperwork in timely manner
- ❑ Provide information and answer questions
- ❑ Act as liaison/case manager to keep foreign national, HR, Manager and Attorneys on track and in the loop
- ❑ Establish and implement procedures related to the company’s immigration policy
- ❑ Coordinate all visa and PR processing activities between the Company and the law firm (involve export control when necessary)
- ❑ Maintain all immigration documentation in the Corporate Immigration Department
- ❑ Responsible for legal compliance of all immigration applications and procedures relating to CIS/DOL regulations governing immigration

Immigration Attorneys

- ❑ Review documents and prepare government petitions for filing
- ❑ Provide legal counsel
- ❑ Follow up on case status with government agencies

