**Office of International Affairs**

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**INTERNATIONAL HIRE CONTACTS**

**FLORIE MONTOYA, HR**
303-315-2741

**BETSY BEDIEN, ISS**
303-315-2230

**LAURA WELCH, ISS**
303-315-2230

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**Additional Visa Types**

There are additional visa types authorized to work in the United States and to consider when hiring an international applicant:

- **F-1 student on Curricular Practical Training (CPT)**
- **F-1 student on Optional Practical Training (OPT) with valid USCIS Employment Authorization Card (EAC)**
- **J-1 student on Academic Training (AT)**
- **J-2 with valid USCIS Employment Authorization Card (EAC)**
- **Other individuals with valid USCIS Employment Authorization Card (EAC)**

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**HIRING AN INTERNATIONAL APPLICANT**

**GOOD ADVANCED PLANNING WILL HELP NEW INTERNATIONAL HIRES OBTAIN THE APPROPRIATE VISA FOR WORK AUTHORIZATION IN A TIMELY MANNER**
Who is an “international” applicant?

An applicant who will need paperwork from the University in order to apply for an appropriate visa to work as an employee is identified by the University as an “international” applicant.

Ad Review

The International Scholar Services staff can review your recruitment ad to ensure that your ad contains the necessary elements to meet Department of Labor (DOL) and Department of Homeland Security (DHS) rules. Best Practice Tip: This is especially important if you think you could end up with an international candidate for whom the University will want to obtain a Permanent Residency or a “green card” so consult with ISS before you place your ad if that is the case.

Searches that can be used for Permanent Residency

If you plan to conduct a national search seeking to hire teaching faculty (Instructor to Full Professor) for which the applicant pool may include an international who wishes to seek permanent residency, you should run a print ad in at least one issue of a professional journal and keep a copy of the original tear sheet. Best Practice Tip: The Chronicle of Higher Education is an acceptable option. This will eliminate the possibility of having to conduct another search. In Jobs at CU ensure that you document where the position will be posted and include the language required for all external postings.

When to ask if candidate is international?

During the finalist stage when finalists have been identified and are being invited for an interview with the hiring authority, each finalist should be asked about their ability to be employed lawfully in the United States.

What to ask?

“As a condition of employment, UC Denver must verify your employment eligibility. Do you have a work status that allows you to work for any employer in the United States?”

Pre-hiring consultation for international applicant

If you have a candidate who identify themselves as being international, you may advise them to contact the office of International Scholar Services staff to discuss their visa requirements. An International Scholar Advisor is also willing to meet with your international finalists to help determine potential eligibility for permanent residency status before the individual is hired into a tenure-track, tenure-eligible, or long-term permanent position. ISS can determine if there are any barriers to smooth immigration processing. Best Practice Tip: This is also a good recruitment tool, as it shows candidates that immigration work can be done through the University.

Explanation & Overview of Process

If you hire an international applicant for your opening, an International Scholar Advisor will assist with visa paperwork so that the individual has the proper work visa. Early consultation with an International Scholar Advisor is crucial in order to have the appropriate documents and petitions timely filed with the Department of Labor and/or the Department of Homeland Security. Best Practice Tip: International Scholar Services can help the hiring unit and the candidate understand the timing process for obtaining the proper immigration status for an international hire.

Planning & Timeline of Process

J-1 documents can be completed by ISS in a week to 3 days. This visa cannot be used for tenure-track or tenure-eligible faculty positions. No filing fees required.

H1-B visa processing takes a minimum of one month processing time in ISS and requires applications to both DOL and DHS. Processing time at DHS can take up to 4 to 6 months; with premium processing, the time is shortened to approximately two weeks. Filing fees required and must be paid by hiring unit.

Other employment-based categories include TN professionals for citizens of Canada and Mexico, E-3 for citizens of Australia in specialty occupations, and O-1.

Obtaining Permanent Residency can take up to 3 or more years and also involves both the Department of Labor and the DHS, in most cases. Teaching faculty labor certification applications are handled by the International Scholar Services staff. Non-teaching permanent positions are assisted by outside immigration attorney for which hiring unit must pay.

Search File Retention

Typically search files are retained for two years from the date of the end of the search. If you have completed a search for a candidate that will be used for permanent residency, the search file should be maintained for five years. Best Practice Tip: You can forward the search file to the ISS which will store the records for you.