As an employee (or prospective employee) of Gustavus Adolphus College, the Center for International and Cultural Education (CICE) is available to you if you have questions on immigration and visa matters. CICE will work with you to determine which of the variety of immigration options available to international faculty and staff is most appropriate for your circumstances and for Gustavus. Below is some information about the most common services.

**Processing the H-1B Petition**
H-1B status allows you to be employed as a “temporary worker in a specialty occupation (one that requires a bachelor’s degree or higher)” for a maximum period of six years. To obtain H-1B status, your employer must file an H-1B petition. If Gustavus determines that an H-1B is appropriate, your position qualifies for H-1B employment, and you are eligible for H-1B status, then Gustavus Adolphus College will file the H-1B petition on your behalf. The Center for International and Cultural Education facilitates the process by compiling the necessary documents and preparing the petition. The three-step process includes petitions filed through the U.S. Department of Labor (DOL) and the U.S. Department of Homeland Security (DHS). The process can take several months.

**Travel Abroad Guidance**
Upon request, the Center for International and Cultural Education will provide information and assistance when you travel outside of the United States. The office:
- maintains a list of Embassies and Consular Posts;
- can provide up-to-date information about regulatory changes and/or government practices;
- can review necessary documents for visa applications and re-entry inspection.
As with any visa application, the decision to grant or deny a visa is made by the consular official.

**Status of Dependent Family Members**
Your spouse and unmarried children (under 21) can be designated as your dependents. The Center for International and Cultural Education can provide you with forms and instructions if you seek to invite family members to the U.S. or change their current immigration status. In many cases, family members are not eligible to work in the United States as your dependent (i.e., F-2 or H-4).

**Legal Permanent Residence Referral and Review**
Lawful Permanent Residence (LPR) status allows you to remain permanently in the United States. To obtain LPR status, you must apply to the U.S. Department of Homeland Security. The process is also known as applying for a “green card” or “immigrant visa.” LPR status is not the same as U.S. citizenship, although LPRs can become eligible to become “naturalized” U.S. citizens after a certain number of years in LPR status. The most common ways to obtain LPR status are:
- Family-based petitions: A U.S. citizen or LPR must petition for you, documenting an immediate family relationship (spouse, child, parent, sister, brother).
- Employment-based petitions: A U.S. employer must document the need for your occupational skills, or prove that you have achieved international recognition in your field. This category is the only category directly related to Gustavus Adolphus College’s responsibilities as an employer.
• Refugee or asylee status: You must document fear of persecution based on membership in a certain class.
• Other special situations: There are some categories for those from a specific country or field.

The U.S. Department of Homeland Security (DHS) is the primary federal agency responsible for administering immigration law. The U.S. Department of State (DOS) and U.S. Department of Labor (DOL) also play a role in many aspects of immigration processing. Each agency’s regulations are extremely complicated and undergo frequent revisions.

An LPR petition involves filing numerous forms and extensive documentation. An experienced immigration attorney is recommended. Gustavus is responsible for the cost of the first stage of the LPR process, the Labor Certification Application. Gustavus will choose an immigration attorney for the Labor Certification Application. Employees are responsible for the cost of the rest of the LPR petition. The Center for International and Cultural Education will serve as the liaison between the immigration attorney and Gustavus Adolphus College.

The LPR process can take many years. It is recommended that you begin the LPR process soon after obtaining H-1B status. At a minimum, the immigration attorney must complete the first stage of the LPR process, the Labor Certification Application, within 18 months of the date you were offered a position at Gustavus Adolphus College. A delay may result in your not being able to obtain LPR status based on your current position.

Please be advised that immigration regulations may change at any time. If you have any questions, please contact Jeffrey Anderson, International Student Services Coordinator in the Center for International and Cultural Education (jeffa@gustavus.edu or 507-933-7493) for additional information.