UC ANR is committed to hiring a diverse academic workforce. In so doing, we provide financial support for the green card application process. This process is initiated by UC ANR Academic Human Resources (AHR) Unit, with direct assistance, instruction and advice from the consultants in the UC Davis Services for International Students and Scholars (SISS) Office.

The following statements represent the UC ANR guidelines for responding to an appointee’s request for UC ANR sponsorship of an appointee’s green card.

- The normal time to consider sponsoring the green card will follow the appointee’s completion of two (2) consecutive successful merit reviews.

- How and whenever this decision is made, it will be reflected in a post-hire memo to the appointee.

- Budget availability will be a consideration.
FREQUENTLY ASKED QUESTIONS:
What’s the process to request UC ANR’s green card sponsorship?
Academic appointees can start the process by sending an e-mail to Academic HR Manager. A response from an ANR leader or the AHR unit will provide information, resources and recommended course(s) of action applicable to the Appointee’s timeframe. Appointees are encouraged to review Vice Provost’s letter that was received after their offer letter. The green card application process requires SISS efforts and those of non-UC legal counsel, the contract for which will be facilitated by SISS and signed by the appropriate UC ANR leader. Appointees may view the ANR guidelines and Frequently Asked Questions (FAQs) on the AHR web site or by contacting the AHR unit with their questions.

Can an application for the green card be submitted when an appointee is in any status?
It is generally recommended that the appointee is in H-1B status before proceeding with the green card application process. The H-1B category allows “dual intent” which means that although the H-1B is a temporary non-immigrant category, the H-1B holder can also have immigrant intent.

F-1 and J-1 status/visas do not allow immigrant intent. It is possible to pursue the green card application while being in F or J status, but the appointee shouldn’t be able to obtain additional benefits in those categories related to travel, extension of status, etc.

An Appointee with additional questions is encouraged to inquire of the UCD SISS office.

How does ANR know who the international appointees are and their work authorization timeframes?
In the job offer letter, appointees are advised to contact AHR if they are not US citizens or permanent residents. AHR maintains a record of work authorization-related information for international appointees.

Is there a role for the appointee’s supervisor in this process?
Yes. The process is closely facilitated by non-UC legal counsel. The contracted law firm’s staff member who is assigned to the UC ANR case will make direct contact with, and seek input from, the appointee, supervisor, AHR analyst, ANR Associate Vice President or designee, for forms completion, letters, position description, position advertisement, approval, etc.

Is legal counsel necessary for an appointee to apply for his/her own green card?
The process is technical, complex and time-consuming. For these and other reasons, an appointee is encouraged to obtain a list of immigration law firms from the UCD SISS Office. At the time of this writing, UCD SISS office will make such a current list available to the requesting appointee.

Will changes to my position description create any cause for concern related to this process?
Changes under consideration to the appointee’s position, such as, although not limited to work location or job duties, should be communicated to the AHR unit before they are implemented. Changes could affect the process, information flow, processing timeline, fees paid to SISS, outside legal counsel, and/or the USCIS, response and response time from the USCIS. AHR will convey any such anticipated changes to
SISS. It’s recommended that any necessary changes to appointee’s position description be implemented prior to the start of the application process, or after the green card is acquired.

**Will the appointee incur a financial cost related to this process?**
The Appointee is responsible for paying for their own dependents’ fees and Form I-539 Application to Extend/Change Non-immigrant Status filing. There may be other fees for which the appointee could be obliged to pay.

**Will the appointee be asked or obligated to reimburse the University for any or all filing fees paid by the University?**
20CFR 565.12(b) prohibits the University from accepting reimbursement from appointee for fees paid by the University when the UC Davis SISS office is used for the PERM process. UCD SISS office and UC ANR shall comply with this and all relevant regulations.

**Why would an appointee initiate and finance their own green card application process?**
An appointee may wish to pursue permanent resident status on his/her own behalf if, for example, UC ANR’s timeline for initiating the green card request does not accommodate the appointee’s own timeline.

**What resources are available to research cost and process for applying for my own green card without UC ANR financial support?**
Appointees are encouraged to contact the UCD SISS office for a list of reputable immigration law firms and to ask questions of the Permanent Resident advisor on staff or to visit the United States Citizenship and Immigration Service web site. Visit [http://siss.ucdavis.edu/contact.html](http://siss.ucdavis.edu/contact.html) or [https://www.uscis.gov](https://www.uscis.gov)

Additionally, an appointee would be advised about the financial obligation, action steps and timeline by their retained legal counsel.