

## Introduction

With the internationalization of Rice, coupled with its historical ability to attract the best faculty, researchers and staff from anywhere, the numbers for processing employment visas for foreign nationals have increased.

Moreover, recent Department of Labor (DOL) laws have changed, which necessitated Rice to re-assess our current compliance processes. In the spring of 2007, the DOL invited Rice to a training (as well as other employers throughout the country) in an effort to ensure employers have proper knowledge concerning H-1B and PR compliance. As a result, the need for more efficient processing of H-1Bs and Permanent Residency (PR employer-sponsored) visas has become essential.

These On-Line Manual procedures for H-1B and PR application processing are a result of the work and research by the H-1B / PR Working Group throughout the summer and fall months of 2007, in response to the DOL's training. The group's charge, sponsored by Provost Gene Levy, was to address compliance and efficiency needs at Rice for international faculty, researchers and staff, as well as the departments who hire them.

In the following pages, you will find the necessary steps for hiring a foreign national on the H-1B or the Permanent Residency (employer-sponsored) visa. It is important that all of the key participants in the process are notified in a timely manner, in order to ensure Rice's compliance responsibilities, as well as minimize delays in the visa process as much as possible.

For questions, you may contact Adria Baker ([abaker@rice.edu](mailto:abaker@rice.edu)) from the Office of International Students & Scholars or Jana Callan ([callan@rice.edu](mailto:callan@rice.edu)) from Human Resources for questions concerning the process Rice University has adopted.

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