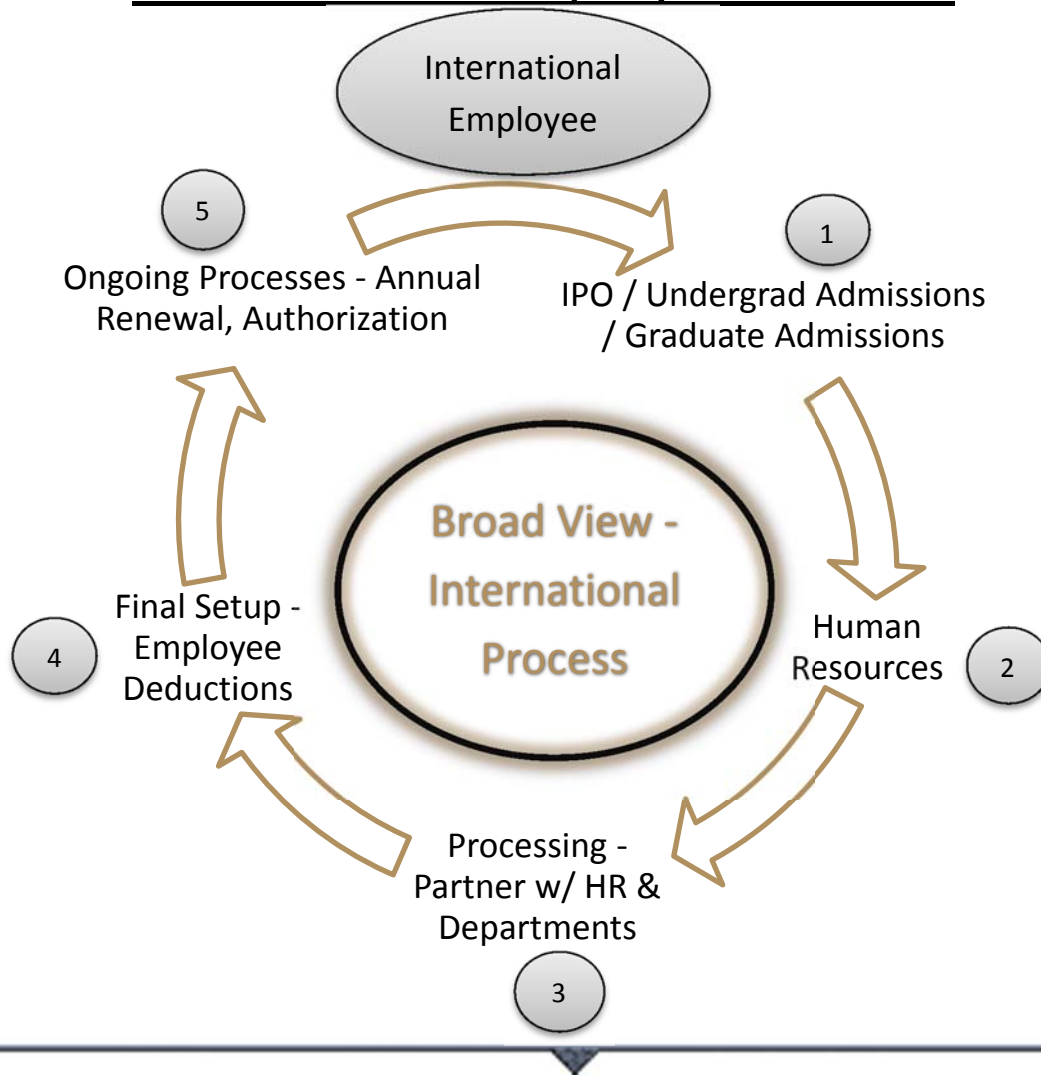


International Employee Process



Be Proactive → International Foreign National Information System (FNIS) Form

Available at <http://www.uidaho.edu/human-resources/managers/banner-epaf>
Under “Process and Policy Reminders for EPAFs and International Employees”

- Contact Dan Noble with info for new International Employee
 - Name, V # or Student ID #, Email, College / Department and Position
- Read through “International Employee Reminders” – International Authorization Expiration Process, SSN Application, etc.

University of Idaho
Human Resources

Dan Noble

Snr Financial & Employment Services Tech
danieln@uidaho.edu or 885-3677
415 West Sixth Street
Moscow, ID 83844-4332

Can I hire an International Employee? (Visa Status)

- Students (F1 / J1) – Authorized employment on-campus at any job while attending school (20 hours per week while school is in session, can work full-time during any school breaks, spring, summer, fall and winter)
- Students (F1) – Curriculum Practical Training (CPT) – Internship opportunity, must be receiving internship or directed study credit and the position must be in or directly related to their field of study. Must be approved by IPO first.
- Students (F1) – Optional Practical Training (OPT) – One year employment authorization after graduation. Must be in or directly related to field of study. Must be working at least 20 hours per week.
- Visiting Scholars / Researchers / Professors (J1)
 - Typically 3 months to 5 years duration
 - Short processing time through International Programs (IPO)
 - Relatively low cost (FedEx and/or SEVIS I-901 fee)
 - Check with Tammi Johnson, Director of International Student, Scholar & Faculty Services (ISSFS), at IPO for details
- Sponsorship of Multi-Year Employees (H-1B Visiting Professional)
 - 6-year duration (usually next step toward employment based green card)
 - Up to a 6-month processing time unless paying a premium processing fee
 - Significant cost for application fees (\$\$\$)
 - Must have at least a Bachelors' Degree Minimum Requirement
 - Department of Labor Conditions – Application process (7 to 21 days):
 - **Wages:** Pay nonimmigrants at least the local prevailing wage or the employer's actual wage, whichever is higher, and pay for non-productive time. Offer nonimmigrants benefits on the same basis as offered to U.S. workers.
 - **Working Conditions:** Provide working conditions for nonimmigrants which will not adversely affect the working conditions of workers similarly employed.
 - Check with Tammi Johnson, Director of International Student, Scholar & Faculty Services (ISSFS) at IPO
 - Best to investigate prior to search to ensure DOL certification is met
 - Costs need to be investigated
 - Best if it is for high-level Employees – Classified, Exempt, Faculty and Administrative positions

Other work visa options may be available, so please contact Tammi Johnson → 885-8945 or tammir@uidaho.edu for advice on the best visa option.