

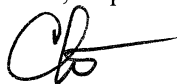


## INDIANA UNIVERSITY

OFFICE OF THE VICE PRESIDENT  
FOR INTERNATIONAL AFFAIRS  
Office of International Services

---

TO: Vice Presidents, Deans, Department Chairs, and Directors

FROM: Christopher Viers 

DATE: October 15, 2008

RE: **New Fee Structure Effective January 1, 2009 for IU Employment-Based Permanent Residence**

Each year the Office of International Services (OIS) secures employment-based permanent residence (a “green card”) on behalf of foreign national professors, researchers, and staff. These individuals meet stringent eligibility requirements as determined by Indiana University, and Department of Homeland Security (DHS) and Department of Labor (DOL) regulations.

At any one time, hundreds of cases may be in process, as these complex immigration petitions can take up to five years to complete. This work helps ensure that eligible international faculty and staff are able to transition from a temporary to long-term or permanent employment relationship with Indiana University—and as a result, the world’s most gifted scholars are retained.

In order to continue to ensure compliance with federal immigration and employment requirements, the university has established policies and procedures to be administered by OIS for university-sponsored employment-based permanent residence petitions. The policy identifies which petitions are handled by OIS, which ones must be referred by our office to one of three outside attorneys, and petition and filing fees to be paid by the employing department. A new fee structure will take effect January 1, 2009.

A copy of the policy and fee structure is available on our website at:

[http://www.indiana.edu/~intlsv/PR\\_Policy.pdf](http://www.indiana.edu/~intlsv/PR_Policy.pdf)

Please contact a member of the scholar services team in OIS at (812) 855-9086 if you have questions.