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Geisel Policy on Payment of Lawful Permanent Residence (LPR) Sponsorship Expenses

Successful candidates for non-tenure track, tenure-track and tenured faculty positions employed at Dartmouth College may require financial assistance with obtaining U.S. lawful permanent residence (green card or LPR status). In accordance with this policy, Geisel will approve the use of Department Reserves or Faculty Research and Innovation Accounts (FRIAs), including those FRIA's belonging to other Geisel faculty who may wish to defray these costs for a member of their research group, for payment of attorney and government filing fees up to \$5,000. This does not include the cost of the PERM labor certification, which may be required for certain permanent residence cases. The first \$5,000 in incurred fees (excluding the cost of the PERM labor certification, should not be invoiced to the foreign national, but rather should be billed directly to the designated departmental contact at Dartmouth (Geisel) for payment to the outside law firm (*vide infra*).

Candidates who accept an employment offer to join the faculty of the Geisel School of Medicine and who wish to proceed with Dartmouth LPR sponsorship must obtain prior approval of the Dean of Faculty Affairs, the Executive Dean for Administration and Finance, and the Director of the Office of Visa and Immigration Services (OVIS) of Dartmouth College. Individuals requesting institutional support for LPR sponsorship expenses must do so in coordination with their department's administrator who will notify their immigration advisor in OVIS of approval.

Candidates will be able to have costs up to \$5000 billed directly to Dartmouth (Geisel) by one of two law firms that have been approved by OVIS, with any additional costs billed directly to the candidate. For a Geisel-sponsored petition, one of these firms must be used in order to qualify for institutional support for LPR expenses and approval must be obtained prior to initiating the process for LPR status. Firms should contact the Director of Finance/Geisel Finance Office (Andrew.P.Rose@dartmouth.edu) for appropriate billing information for the invoice.

Funds derived from Geisel central accounts (e.g. subvention, professional development funds (PDFs)) may not be used for such expenses unless prior approval has been provided by the Executive Dean for Administration and Finance of Geisel.

Please note that the payments for attorney and filing fee expenses are considered taxable benefits under U.S. tax withholding laws. By law, Dartmouth College must pay all fees associated with the PERM labor certification process.

Geisel may, on a limited basis, provide support for LPR expenses for candidates hired into non-faculty academics and senior staff positions. Institutional support for LPR expenses for these individuals is determined on a case-by-case as approved by the Dean

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of Faculty Affairs and the Executive Dean for Administration and Finance.