



Dartmouth College • Office of Visa and Immigration Services

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College-sponsored Immigration Paperwork for Non-U.S. Citizens

U.S. federal regulations directly affect the ability of an educational or research institution to admit, appoint, employ or invite non-U.S. citizens to campus. These regulations are issued and enforced by a variety of U.S. agencies, including the Departments of Homeland Security, State, Labor, and Treasury. **The following procedures do not apply to U.S. permanent residents (ie: “green card” holders).**

This document outlines general procedures for admitting, appointing, employing or inviting non-U.S. citizens to campus. Following these procedures helps to ensure compliance with federal regulations on the part of both the non-U.S. citizen, and the College. Please contact the Office of Visa & Immigration Services (OVIS) for more information on specific procedures and regulations

The time frame recommended from initially contacting OVIS to the point when the non-U.S. citizen may accept the position offered and begin a program of study, research, or employment, can vary from several weeks to six months or more. Please contact the our office as soon as possible after the admission, hiring or invitation of a non-U.S. citizen

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1. College Offices and Departments – Important points to remember:

- a. Prior to admitting, appointing, employing, or inviting a non-U.S. citizen to Dartmouth, College offices and departments should contact OVIS to determine appropriate visa type, and processing times. See the categories below for appropriate procedures to begin the paperwork processes.
- b. The hiring department should ensure that the required Dean’s Office, Payroll, HR (Human Resources), and IDE (Institutional Diversity and Equity) paperwork has been properly processed for any new College hire. Some forms and letters requested by our Office in support of immigration paperwork will require Dean’s, Department Chair’s or HR rep’s signatures.
- c. Departments and schools admitting international students must contact OVIS if there is any change in the academic program of an international student, if the student plans to withdraw from the program, or if the student is to be subject to any suspensions or sanctions.
- d. For positions or graduate programs paid or funded by Dartmouth, College departments and offices should ensure that Form I-9 has been completed properly after the international arrives to begin his or her position on campus. The OVIS staff will see that the I-9 form is updated as necessary when a non-U.S. citizen employee

has a program extension or a change of immigration status. Any questions concerning the documents submitted by a non-U.S. citizen for the purposes of completing an I-9 form should be directed to Employee Information Services or Human Resources.

- e. Prior to changing or extending the academic program, or terms of employment/appointment of a non-U.S. citizen, College offices and departments should contact OVIS to alert the appropriate immigration advisor of these pending changes. New and/or amended petitions might need to be filed with the U.S. government before the changes can take effect.
- f. College offices and departments should refer all inquiries by any government agency or official pertaining to any non-U.S. citizen to the Office of General Counsel.

2. Non-U.S. Citizen Undergraduate and Graduate Degree Students

- a. Admission – graduate students:
 - i. Admitting Departments or Schools should notify OVIS of all admitted non-U.S. citizen students, by completing the **Department/ School Student Visa Sponsorship Request Form**:
https://fs8.formsite.com/Rcatmur/DeptStudentReqForm/secure_index.html
 - ii. OVIS will then send all newly admitted non-U.S citizen students the link to the required online **International Graduate Student Intake Form**:
https://fs8.formsite.com/Rcatmur/GradStudentReqForm/secure_index.html
 - iii. This second form must be completed and submitted by the new student. The online form allows the student to scan and upload required document copies as well, including admission letter, non-Dartmouth funding sources, passport ID page, and other immigration form copies as needed. The advisor assigned to that school/department will then issue the appropriate immigration form (I-20 form, or DS-2019 form) that will allow the student to apply for the correct student visa or status.
- b. Admission – undergraduate students
 - i. Each admitted non-U.S. citizen undergraduate student should go to our website for detailed information on the visa process:
<http://www.dartmouth.edu/~ovis/news/orientation/newadmchecklist.html> Once the admission process is complete, the immigration will issue the appropriate immigration form (I-20 form, or DS-2019 form) that will allow the student to apply for the correct student visa or status.
- c. Arrival, Check in, and Enrollment of international students:
 - i. Each admitted non-U.S. citizen student must complete an online **Immigration Check in Form**, found here:
https://fs8.formsite.com/Rcatmur/StudentCkinForm/secure_index.html
 - ii. In addition, each sponsored international must contact his or her immigration advisor in OVIS to schedule attendance at an immigration check-in/orientation session given by the immigration advisors either before beginning the academic program or immediately thereafter (within two weeks of the term start date).
 - iii. Each admitted non-U.S. citizen student must maintain a full-time enrolled status at all times, except during one annual vacation term. This vacation term is only authorized after three consecutive enrolled terms.
 - iv. Each department school must notify OVIS in advance of any academic or administrative issue that might prevent the student from maintaining good academic standing, or might cause the student to withdraw from the program.

- d. Address Changes: Each international student must notify OVIS and/or their school registrar within ten days of any change in residential address. This is usually done through edits in BannerStudent, by the student.
 - e. Employment:
 - i. On-Campus: Each admitted and enrolled non-U.S. citizen student may work on campus, **in a position paid by Dartmouth College**, up to 20 hours per week during academic terms, and full-time over term breaks and holidays. Students in J status will need a letter of permission from the Immigration Advisor prior to beginning the on-campus employment.
 - ii. Off-Campus: Any off-campus employment (ie: not paid by Dartmouth College) must be authorized in advance by OVIS, and often will require an application to Citizenship & Immigration Services (CIS).
 - f. Termination of Program: OVIS should be notified 30 days prior to any withdrawal from the academic program or completion of degree if that completion date is different from the end date on the current I-20.
 - g. Extension of Status to allow continued study: Departments / Schools and non-U.S. citizen students should contact OVIS no less than 30 days before the current academic program end date, as listed on the immigration form, if the student will need more time to complete the degree program. The reason given for the extension must be beyond the student's control (ie: loss of thesis data; difficulty in getting thesis committee to meet; illness...)
- 3. Non-U.S. Citizen Non-degree or Special Students, or Student Interns – Not enrolled at Dartmouth, conducting independent research**
- a. Invitation:
 - i. All departments sponsoring non-U.S. citizens invited to the College as special non-degree students or interns must submit an online form, the ***Department/School Student Visa Sponsorship Request*** Form, available here: https://fs8.formsite.com/Rcatmur/DeptStudentReqForm/secure_index.html
 - ii. OVIS will then send all newly admitted non-U.S citizen students the link to the required online ***International Graduate Student Intake Form***: https://fs8.formsite.com/Rcatmur/GradStudentReqForm/secure_index.html
 - b. Funding: Non-degree students must show a substantial portion of funding or support from an outside source or agency (meaning they may not show only personal funds)
 - c. Arrival and Check in Process
 - i. Each international non-degree student must complete an online ***Student Immigration Check in Form***, after arriving in the U.S., found here: https://fs8.formsite.com/Rcatmur/StudentCkinForm/secure_index.html
 - ii. In addition, each sponsored international must contact his or her immigration advisor in OVIS to schedule an immigration check-in/orientation session given by the immigration advisors either before beginning the academic program or immediately thereafter (within two weeks of the term or program start date).
 - d. Enrollment:
 - i. Each admitted non-U.S. citizen non-degree student must maintain a full-time research or study program at all times.
 - ii. Each department school must notify OVIS in advance of any administrative issue that might cause the student to withdraw from the program.
 - e. Address Changes: Each international special or non-degree student must notify OVIS within ten days of any change in residential address.
 - f. Employment:

- i. On-Campus: Each non-degree special student may work on campus, in a position paid by Dartmouth College, up to 20 hours per week during academic terms, and full-time over term breaks and holidays. On campus employment must be authorized in advance, and in writing, by OVIS.
- ii. Off-Campus: Any off-campus employment (**ie: not directly paid by Dartmouth College**) must be authorized in advance, and in writing, by OVIS, and must be directly related to the program of study.
- g. Termination of Program: OVIS must be informed immediately if the program of independent research is terminating more than 30 days in advance of the anticipated end date (as indicated in the initial DS-2019 form issued).
- h. Extension of Status to allow continued independent research or study: Departments / Schools and non-U.S. citizen students should contact OVIS no less than three months before the present academic program end date, as listed on the immigration form, if the student will need more time to complete the non-degree program.

4. Non-U.S. Citizen Hires and Appointments:

- a. Appointment/Employment: There are several different visa types that are generally used for employing non-U.S. citizens in the U.S.
 - i. All non-U.S. citizens hired by the College should contact OVIS as soon as possible after the hiring decision has been made, to determine the best immigration status or visa type, and related required government filings.
 - ii. The hiring department should complete the online form found here: https://fs8.formsite.com/Rcatmur/DeptEmplReqForm/secure_index.html
 - iii. The department should scan and attach to this online form the following documents:
 - 1. a recent curriculum vitae of the new employee
 - 2. a copy of the employment offer letter
 - iv. Once the online form and documents have been received, OVIS will begin the immigration paperwork process. This process will vary depending on the appropriate visa type being pursued. Generally, the immigration advisor will send the international a link to a separate online intake form, that he or she must complete and submit: https://fs8.formsite.com/Rcatmur/EmplInfoReqForm/secure_index.html
- b. Orientation and Check-in:
 - i. Each hired or appointed international scholar/faculty/staff must complete an online **Faculty / Scholar Immigration Check in Form**, found here: https://fs8.formsite.com/Rcatmur/EmployeeCkinForm/secure_index.html
 - ii. In addition, each sponsored international must contact his or her immigration advisor in OVIS to schedule an immigration check-in/orientation session given by the immigration advisors either before beginning the employment or academic program or immediately thereafter (within two weeks of the program start date).
- c. Address Changes: Each non-U.S. citizen must notify OVIS within ten days of any change in residential address. Depending on the visa type, the individual may be required to file an address change form directly with the government as well.
- d. Employment: Each non-U.S. citizen temporary hire may work on campus only according to the terms as described in his or her original appointment letter after checking in with OVIS, and after submitting a completed I-9 form and supporting documents to the hiring office or department. Depending on the visa type, non-U.S. citizen hires may be limited in their ability to accept work from sources outside Dartmouth College. Both Departments and non-U.S. citizen hires should consult

with OVIS before changes to current employment are made, or new employment is accepted, either on campus or off-campus.

- e. Termination of Program: OVIS must be informed immediately if the appointment or position is terminating more than 30 days in advance of the anticipated end date.
- f. Extension of Status to allow continued employment: Departments / Schools and non-U.S. citizen employees should contact OVIS no less than four to six months before the present immigration status end date if an extension to continue the employment will be needed.

Permanent or long term hires: Non-U.S. Citizen permanent hires should contact OVIS as soon as possible after the hiring decision has been made to discuss a permanent residency sponsorship.

5. Non-U.S. Citizen Visiting Lecturers and Guests:

- a. All Departments or Schools inviting non-U.S. citizens as visiting lecturers, guests, speakers or specialists should contact OVIS as soon as possible after the invitation has been made, to determine the best immigration status, and related government filings. Initial documents to send to OVIS should include:
 - i. a recent curriculum vitae
 - ii. a copy of a valid passport ID page and renewal page, if needed. If dual citizenships are held, please submit copies of all valid passports.
 - iii. copies of any documents evidencing current immigration status, if the person is present in the U.S.
 - iv. a copy of the invitation letter, including purpose of visit, activities or lectures planned, any payments or reimbursements to be made, and dates of the visit
 - v. Once these documents have been received, OVIS will determine the appropriate visa status. This process will vary depending on the terms of the invitation, and the person's current immigration status (if any). If required, we will refer the department to the online request form:
https://fs8.formsite.com/Rcatmur/DeptEmplReqForm/secure_index.html
 - vi. Orientation and Check-in: Each admitted non-U.S. citizen student must complete an online *Immigration Check in Form*, found here:
https://fs8.formsite.com/Rcatmur/EmployeeCkinForm/secure_index.html
 - vii. In addition, each sponsored international must contact his or her immigration advisor in OVIS to schedule an immigration check-in/orientation session given by the immigration advisors either before beginning the academic program or immediately thereafter (within two weeks of the program start date).
- b. Address Changes: Each international visitor must notify OVIS within ten days of any change in residential address. Depending on the visa type, the individual may be required to also file an address change form directly with the government.
- c. Employment: Depending on the visa type, non-U.S. citizen invited guests may be severely limited in their ability to accept work in the U.S. Both Departments and non-U.S. citizen guests should consult with OVIS before any work is offered or accepted.
- d. Termination of Program: If the appointment or position is terminating more than 30 days in advance of the anticipated end date (as indicated in the initial offer letter), then OVIS must be informed immediately.
- e. Extension of Status to allow continued program: Departments / Schools and non-U.S. citizen employees should contact OVIS as soon as possible if an extension to continue the visit will be needed.

- f. **Payments:** Payments and reimbursements to visiting lecturers or guests may be limited or restricted depending on the type of visa status held by the visitor. Please contact OVIS for more information.