

## New Immigration Services Program

As announced recently by memorandum to campus officials, the University has secured the services of outside counsel to provide immigration legal services on an as-needed basis to University departments. The relationship with this firm, Ware Gasparian LLC, was established by letter of appointment from the UA System General Counsel and is overseen by the UAH Office of Counsel. Ware Gasparian will assist the University in obtaining non-immigrant visas and permanent resident status for prospective employees and, in some instances, existing employees who are non-U.S. citizens. The firm has agreed to grant the University the benefit of discounted rates.

Requests for these legal services are to originate with the campus hiring unit or department. To initiate a request, the hiring unit/department should complete a UAH Immigration Services form and submit it for approval to the cognizant Dean or Director. The signed form should then be forwarded to the UAH International Scholar and Student Office (ISSO). This form may be found on the ISSO website, and it may be transmitted from one office to another by e-mail.

Certain legal fees must be paid by the employer (i.e., the University), such as, for example, those relating to an H-1B visa application and to a labor certification sought in connection with a lawful permanent residence application. Other legal fees may be paid for by either the employer or the employee. The department/hiring unit is to indicate in the Immigration Services form the fees that it will pay and the fees that are to be paid by the employee. The University does not pay for legal services for an employee's spouse or dependents. The University also does not pay directly, or reimburse an employee for, fees associated with an employee's use of his/her own immigration attorney.

When the Immigration Services form has been received in the ISSO office, the approval of the University Counsel will be obtained, and a formal request for immigration services will then be made by the ISSO to Ware Gasparian. Authorization to request immigration legal services can only be made by the ISSO following completion of this process. The individual hiring department may communicate with Ware Gasparian after the firm accepts the case, however, in connection with the need to assemble and forward to the firm necessary information about the prospective or existing employee.

Non-US citizen employees may wish to visit the ISSO website, located at [www.uah.edu/isso](http://www.uah.edu/isso), or to contact the ISSO office directly for assistance. E-mail may be sent to [visahelp@uah.edu](mailto:visahelp@uah.edu), or a call may be made to the ISSO at 256-824-2748.