**UCSF Campus-wide Policies for Sponsoring International Students and Scholars**  
**February 1, 2006**

This memo from Sally J. Marshall, PhD, Associate Vice Chancellor Academic Affairs, is to remind University of California, San Francisco (UCSF) departments of the following campus-wide policies when sponsoring international students and scholars for study, employment, and visits of any length.

**Inviting International Students and Scholars to UCSF**

UCSF-sponsored student, exchange visitor program participation, employment, and visitor visas are governed by state and federal laws and regulations, along with University of California policy. These laws, regulations, and policy dictate guidelines to follow when inviting international students and scholars to UCSF.

*All international students and scholars, regardless of the purpose and length of intended visits, must be processed through Services to International Students and Scholars (SISS).* This includes international students and scholars visiting UCSF for lectures, conferences, seminars, informal and formal clerkships, and certificate programs. All international visitors must physically check in with SISS on arrival at UCSF.

**Role of SISS**

UCSF, through SISS, files its own petitions and applications, as a service and benefit to the student, employee, and sponsoring department. It is the University policy that all nonimmigrant and immigrant (employment-based) petitions, labor certification applications, and labor condition applications filed by UCSF must be processed and submitted by SISS.

While it is always permitted, and we encourage international students and scholars to retain counsel to represent personal interests, those attorneys cannot represent the University of California’s interests. UCSF does not authorize outside attorneys to file petitions and applications on behalf of UCSF. Only attorneys specifically contracted by the University through the Office of General Counsel are authorized to represent UCSF in immigration matters and only when following the administrative process supervised by SISS. An authorized person from SISS must approve, sign, and submit any labor certification, employment-based preference petition, or other immigration status document for which UCSF is the employer or sponsor.

**UCSF-sponsored Permanent Residency**

UCSF sponsors international scholars for permanent residency in limited, specific circumstances. Each UCSF academic hiring unit holds the authority to determine whether and when to sponsor individuals for permanent residency. Appointees in the professional research series continue to be eligible for permanent residency sponsorship.
Appointees in all faculty series are now eligible to be sponsored for permanent residency. In addition, the following criteria must be met:

- The candidate must hold a full-time appointment in one of the official faculty title series, with the exception of Instructor in the Health Sciences Clinical series. (Other titles ineligible for sponsorship are staff; specialist; and postdoctoral.)
- The hiring unit attests to having three years funding in place for the sponsored position with the reasonable likelihood of continued funding.
- The department chair/center or institute director approves the specific academic and employment-based category under which the petition will be submitted, for example, Outstanding Professor-Researcher or Advanced Degree Holder, pathways defined by the US Citizenship and Immigration Services.

UCSF faculty and/or department representatives may not make any written commitments, nor may they sign any statements, on behalf of international scholars or any outside agents who pursue permanent residency outside of UCSF-SISS or through self-petitioning, using, for example, the National Interest Waiver process or Extraordinary Ability category.

Volunteers

UCSF does not permit internationals to volunteer for positions which are normally paid positions. Permitting volunteers to occupy positions outside of the formal UCSF appointment procedures, or outside of positions categorized as humanitarian or charitable, violates the US Department of Labor Fair Labor Standards Act and jeopardizes our ability to sponsor nonimmigrants in other employment-based visa categories.

Questions regarding campus-wide policies for sponsoring international students and scholars for study, employment, and visits of any length should be directed to SISS at 476-1773.

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UCSF
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