



Office of International Student and Scholar Services  
International Studies & Programs  
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### **Campus Permanent Resident Policy**

The University of Missouri-St. Louis provides administrative support services for employment-based permanent residency (PR) applications only for UM St. Louis tenure-track or permanent\* faculty through International Student and Scholar Services (ISSS) in the Center for International Studies.

UM St. Louis will file petitions on behalf of faculty members seeking permanent residence only for certain employment-based classifications, as defined by the US Customs and Immigration Services (US CIS):

- “Outstanding Professor/Researcher” Tenured/tenure-track faculty who hold or have been offered a permanent position, have extensive experience and are internationally recognized in their field of study.
- “Members of professions with advanced degrees” Tenured/tenure-track and non-tenure track faculty or researchers who hold the highest terminal degree appropriate for a permanent position in the field and have extensive professional experience. Applicants in this category must meet the requirements to have a petition filed using the Special Handling for College or University Teachers Labor Certification process (see handout on Special Handling for more information).

Faculty or staff who are not eligible for support services through ISSS may seek outside legal counsel for assistance\*\*. ISSS will not process permanent resident petitions for "visiting" faculty or other temporary positions, such as adjunct or visiting professors, post-doctoral fellows/associates, graduate research or teaching assistants. Though it is possible that a post-doctoral fellow or visiting scholar could be employed for a duration of three years, these appointments are considered temporary employment.

The UM St. Louis sponsoring department, or its equivalent, will need to be involved in the application process. By completing the case initiation form, the sponsoring department agrees to:

- devote the staff time necessary to complete certain forms and provide verification statements, letters of support, and other supporting documentation.
- submit to ISSS all application fees required by federal agencies - (Form I-140; Form I-485; <http://www.uscis.gov/portal/site/uscis>) with funds provided by the faculty member or the sponsoring department.

### **Additional considerations**

In order for a PR petition to be filed, the hiring department will need to provide a detailed account of the entire process of recruitment and hiring for the position. Because approval of permanent residence is never a certainty, neither UM St. Louis departments nor individuals should promise current or prospective employees that the University will obtain permanent residence on their behalf. The petition process is lengthy, involves up to three government agencies, and the final decision to grant permanent residence is made by the BCIS.

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\* "Permanent" is defined by the US CIS as a position for which there is no anticipated ending date.

\*\* Under no circumstances is any UM St. Louis Department or College authorized to sign Form G-28 authorizing an outside attorney to represent the University for immigration matters without the express authorization of the Provost.