INTERNATIONAL PROGRAMS & INITIATIVES
Immigration Sponsorship – Appointment Information
Beneficiary/Department/Unit Checklist

NAME ___________________________________ UAF ID # _______________________

COUNTRY OF RESIDENCY ________________________ VISA STATUS ________________

APPLICANT/BENEFICIARY RESPONSIBILITIES (Submit to UAF Dept/Unit Point of Contact):

- BENEFICIARY APPLICATION FORM
- COPY OF PASSPORT ID PAGE
- COPY OF CURRENT OR PREVIOUS VISA(S)
- COPY OF CURRENT AND ALL PREVIOUS I-94s
- COPY OF ALL PREVIOUS IMMIGRATION DOCUMENTS (e.g.: I-20, IAP-66, DS-2019, AND/OR I-797)
- COPY OF ALL PREVIOUS E, H, O, EMPLOYMENT AUTHORIZATION OR TN AUTHORIZATIONS
- VITAE/RESUME
- EDUCATION
  - CERTIFIED TRANSCRIPT IN ENGLISH OR WITH CERTIFIED ENGLISH TRANSLATION
  - COPY OF DIPLOMAS IN ENGLISH WITH CERTIFIED ENGLISH TRANSLATION

DEPARTMENT/UNIT RESPONSIBILITIES:

- IMMIGRATION SPONSORSHIP APPOINTMENT INFORMATION FORM
- EXPORT CONTROL CERTIFICATION FORM
- PROVOST APPROVAL IF POLICY EXCEPTION NEEDED
- POSITION DESCRIPTION
- COPY OF ADVERTISEMENTS
- UAF PERSONNEL AUTHORIZATION TO HIRE
- OFFER LETTER AND/OR CONTRACT LETTER WITH SALARY AND CONDITIONS
- COPY OF WORKLOAD ASSIGNMENT, IF AVAILABLE
- ACTUAL WAGE SHEET
- LETTER FROM DEAN OR DIRECTOR (EINSTEIN LETTER)
- CHECKS FROM DEPARTMENT & PAYABLE TO DEPARTMENT OF HOMELAND SECURITY
  - $460 PETITION FILING FEE
  - $500 FRAUD PREVENTION & DETECTION FILING FEE
  - $1,410 PREMIUM PROCESSING FEE (OPTIONAL)
BENEFICIARIES - UPON ARRIVAL:
SCHEDULE ORIENTATION WITH IPI
RETURN ORIGINAL I-797A, APPROVAL NOTICE TO IPI
BRING PASSPORT FOR ID PAGE, VISA AND ARRIVAL STAMPS AND I-94 ARRIVAL RECORD
SIGN I-94 ARRIVAL RECORD RELEASE FORM
CHECK IN WITH DEPARTMENT/UNIT HR REPRESENTATIVE FOR NEW HIRE PAPERWORK
APPLY FOR POLAR EXPRESS CARD AND PARKING PASS, IF NEEDED

DEPARTMENT/UNIT – UPON ARRIVAL
COLLECT NEW HIRE PAPERWORK
SCHEDULE UAFHR ORIENTATION
NOTIFY BENEFICIARY OF UAF MANDATORY TRAINING
SET UP GLACIER IMMIGRATION ACCOUNT

BENEFICIARY - TRAVEL OUTSIDE THE U.S.:
NOTIFICATION TO IPI IMMEDIATELY
COLLECT ORIGINAL I-797A FOR TRAVEL & FILL OUT TRAVEL NOTICE
UPDATE GLACIER IMMIGRATION UPON RETURN OF TRAVEL
RETURN I-797A TO IPI
COLLECT COPIES OF PASSPORT, VISA AND DIGITAL I-94 AND SEND TO IPI

EXTENSIONS AND/OR CHANGES OF EMPLOYMENT:

APPLICANT/BENEFICIARY RESPONSIBILITIES:
BENEFICIARY APPLICATION FORM
COPY OF PASSPORT ID PAGE
COPY OF CURRENT OR PREVIOUS VISA(S)
COPY OF CURRENT AND ALL PREVIOUS I-94s
UPDATED VITAE/RESUME
COPY OF W-2 FOR PRIOR YEAR
MOST RECENT PAYSTUBS FOR 2-4 MONTHS (UAONLINE IS ACCEPTABLE)
DEPENDENTS: SUBMIT ORIGINAL I-539 FORM, COPIES OF PASSPORT ID PAGE, PREVIOUS VISA(S), I-94(S), MARRIAGE AND BIRTH CERTIFICATES, CHECK FOR $370
DEPARTMENT/UNIT RESPONSIBILITIES:
IMMIGRATION SPONSORSHIP APPOINTMENT INFORMATION FORM
EXPORT CONTROL CERTIFICATION FORM
ACTUAL WAGE SHEET
LETTER FROM DEAN OR DIRECTOR (EINSTEIN LETTER)
CHECKS FROM DEPARTMENT & PAYABLE TO DEPARTMENT OF HOMELAND SECURITY
   $460 PETITION FILING FEE
   $1,410 PREMIUM PROCESSING FEE (OPTIONAL)
POSITION DESCRIPTION, IF CHANGED
CONTRACT LETTER WITH SALARY AND CONDITIONS, IF CHANGED
WORKLOAD ASSIGNMENT, IF CHANGED

DEPARTMENT/UNIT - UPON DEPARTURE:
IF BENEFICIARY IS RESIGNING, COLLECT COPY OF RESIGNATION LETTER AND SEND TO IPI
COLLECT COPY OF FLIGHT ITINERARY SHOWING DEPARTURE OF U.S. AND COPY IPI; OR
EMAIL FROM VISITOR WITH DEPARTURE DATE
IF TERMINATING, CONTACT IPI IMMEDIATELY
   COLLECT COPY OF TERMINATION LETTER FROM DEPARTMENT AND SEND TO IPI
   ARRANGE RETURN FLIGHT TO HOME COUNTRY FOR EMPLOYEE AND SEND COPY
   TO IPI WITH DOCUMENTATION OF UNIT PAYMENT FOR TICKET.