



IMMIGRATION VISA PAY POLICY

It is the practice of California State University, Bakersfield to attract and employ premiere faculty for the purposes of teaching our students. At times, there may be a need to petition for an employment visa for these individuals.

It shall be the process for the hiring department to refer any new employee in need of an employment visa to the Human Resources Department. Human Resources will work with the individual, the hiring department and the Office of the Provost as necessary, to process the petition for employment status.

There are several costs associated with the petition. They include the basic filing fee of \$320, paid by the employee and a one-time Fraud Prevention and Detection fee for new employees of \$500, paid by the department. In addition, each dean shall have the ability to request "premium processing". This process allows the Department of Homeland Security to process the petition within 15 days of receipt. The fee for this service is \$1,000, which may be paid for by the school/unit or employee. These costs are subject to change from the Department of Homeland Security.

It also remains the practice of California State University, Bakersfield to assist the employee with their petition for permanent residency only through the request of the individual or their designated attorney. California State University, Bakersfield does not petition or advise employees on matters related to permanent residency. Questions regarding employment visa should be referred to the Office of Human Resources.