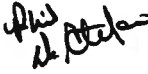




MEMORANDUM

TO: Deans, Directors and Department Chairs

FROM: Chancellor Philip P. DiStefano 

DATE: August 15, 2011

RE: Exclusive Authority and Responsibility of the Role of International Student and Scholar Services (ISSS).

In order to comply with the provisions of the Immigration Reform and Control Act, the University of Colorado may not employ individuals who are not authorized to work in the United States. Petitions for temporary employment and permanent residency must serve to support the teaching and research missions of the University and must fully comply with the regulations of the Department of Labor, the Department of State and the Department of Homeland Security.

To ensure compliance with applicable federal regulations, the Boulder campus Office of International Education's International Student and Scholar Services (ISSS) has been delegated the exclusive authority and responsibility for preparing, signing and filing petitions for temporary worker status (H1b, E3,01, TN) J1 exchange visitors, applications for labor certifications, and petitions for permanent residency status for all departments at the University of Colorado Boulder. University policy precludes an attorney from filing these petitions on behalf of our institution for an employee.

All Boulder campus departments seeking to hire international faculty and researchers as temporary or permanent employees must work with ISSS staff, and department head approval is required for all invitations to foreign nationals who will be employed at the University of Colorado Boulder.

For further information and guidelines, please contact International Student and Scholar Services at 303-492-8057.