

Immigration and Visa Assistance Policy for Faculty

Appointment and continued employment of non-U.S. citizens is contingent upon securing the appropriate visa (or visa extension). Faculty members are responsible for contacting Hrayr Tamzarian, Associate Dean for International Students & Scholars, (413) 585-4943 htamzarian@email.smith.edu, as soon as possible to ensure proper processing of visas and immigration status. Smith College will make every effort to process immigration papers in a timely manner and will assist in obtaining the most appropriate visa. For more information see http://www.smith.edu/interstudents/faculty_scholars.php.

Appointments of One Year or Less

For faculty members appointed for 12 months or less, Smith College normally helps with applications for J-1 visas only. Such visas are handled by The Office for International Students & Scholars at no cost to the faculty member. Any costs incurred by the faculty member beyond the application for the J-1 visa must be paid for by the faculty member.

Appointments of More than One Year

For faculty in this category, the college normally provides one-time financial assistance towards fees and legal expenses for applications for an H-1B Visa or for Permanent Residency. To qualify for this assistance the faculty member must hold an appointment of at least half-time and have an appointment of more than one year in length. Tenure-track faculty and Senior Lecturers meeting these criteria are eligible for a grant of up to \$3,000 and an additional \$3,000 in interest-free loans. Non-tenure track faculty members are eligible for a grant of up to \$1,500 and an additional \$1,500 in interest-free loans.

Smith will provide financial assistance only once during a faculty member's period of employment by the College. However, faculty members may apply for a second interest-free loan when renewing a visa or otherwise changing immigration status when the renewal or change is necessary for continued employment at Smith. For information about interest-free loans for visa-related expenses, contact William Sheehan in the Controller's office, (413) 585-2200.

All applications and processing for H-1B visas or for Permanent Residency are currently handled by the Immigration Law Offices of Curran & Berger Associates, 74 Masonic Street, Northampton, MA 01060; (413) 584-3232, www.curranberger.com. The Office for International Students & Scholars at Smith works closely with this office to sponsor and file the appropriate paperwork for applicants.