



International Services

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Hiring Internationals at Montclair State University

International Services (IS) ensures that the University maintains compliance with all applicable laws and regulations set forth by the U.S. Department of Homeland Security (DHS), the U.S. Department of State (DOS), the U.S. Department of Labor (DOL), and other government agencies related to international students, faculty staff, or other international visitors, and their accompanying dependents.

In order for us to effectively serve the international community and the hiring departments, we have implemented the following guidelines which will ensure proper handling of all immigration case work.

- It is critical that all departments consult with IS prior to making any offer of employment/invitation to foreign nationals.
- International Services is the only unit officially authorized to represent Montclair State University (MSU) with regard to processing all visa documents (F-1, J-1, H-1B, LPR, O-1, TN etc.) of nonimmigrant aliens for all colleges, schools and departments.
- Outside attorneys are not authorized to represent MSU employees without the consent of International Services.
- If the foreign national is authorized by IS to retain the service of an attorney for any visa categories, IS must sign any formal documentation as the official representative of the University. Other hiring officials, faculty members or staff members are not authorized to sign on behalf of the University.
- The foreign national must give the attorney permission to release information about the petition to designated IS staff upon request.
- Any attorney fees incurred are the responsibility of the individual beneficiary or the hiring department.
- Under no circumstances should the hiring department make any commitment of sponsorship for permanent residence to the employees.
- All potential candidates for permanent residence should be referred to IS for preliminary consultation.

Exceptions to the above policies are considered for extraordinary circumstances on a case-by-case basis by the International Services.

**International Services (IS) provides immigration services for
internationals in the following VISA categories.**

VISA TYPE	LENGTH OF STAY	POSSIBLE EMPLOYMENT/ INCOME	INT'L SERVICES PROCESSING TIME (after all required documents are submitted to IS)	VISA APPROVAL TIME
B-1/B-2 VISITOR VISA	Limited Stay. Cannot stay for more than 9 days on campus if receiving MSU payment	Honorarium or reimbursement for travel, NO SALARY	N/A	2-4 weeks
F-1 STUDENT VISA	Duration of Study	Part time on campus employment permitted with IS approval; 12 or 29 months of practical training full time	15 days	1-2 months
J-1 EXCHANGE STUDENT VISA	Duration of Study	Part time on campus employment permitted; Up to 18 months of post-degree Academic Training (AT). Postdoctoral will qualify for 36 months of AT	15 days	1-2 months
J-1 PROFESSORS & RESEARCHERS	5 YEARS	SALARY FULL TIME/PART TIME	15 days	1-2 months
H-1B WORKING VISA	3+3 YEARS	SALARY/FULL TIME	30 days	3-4 months
EB-1 Legal Permanent Resident (LPR) (Outstanding Professors and Researchers)	PERMANENT	SLARY/FULL TIME	30-45 days	1-3 years
EB-2 LPR PERM (Department of Labor Certification)	PERMANENT	SALARY/FULL TIME	60-120 days	1-3 years
O-1 EXTRAORDINARY ABILITY	First period for 3 years; renewable annually	SALARY/FULL TIME	30 days	3-4 months
TN CANADIAN & MEXICAN NAFTA PROFESSIONAL WORKERS	Maximum 3 Years at a time; renewable every three years	SALARY/FULL TIME	15 days	1-2 months
ALL OTHER CATEGORIES	<i>International Services will provide advice and guidance to process all other visa categories on a case by case basis.</i>			