Department Responsibilities

The university sponsors visas for admitted matriculating students and full-time academic positions such as faculty, researchers, trainees and employees (who are at least 18 years old.) On rare occasions the university sponsors high ranked M&P positions, normally with the approval of the Exceptions Committee. Please speak to your HR Generalist about eligibility details and the process. The university sponsors employment based immigrant visas (green cards) for select, permanent positions as outlined in our materials. Any use of legal counsel (lawyers) for immigration matters must first be approved by OISS.

Hosting international faculty, staff or trainees in your department comes with the normal university protocols for any new hire/appointment. OISS is charged with keeping records for all non-citizens and non-permanent residents who hold academic appointments, regardless of their visa status. Please make sure to create an OISS Connect record for any new or potential international employee as soon as possible in the process.

The international visitor's ability to work, and live in the U.S. legally is dependent on “maintaining legal status.” After the scholar arrives at Yale, OISS works with both the scholar and the host department to monitor the visa status by sending alerts. Alerts related to issues such as the expiration of an employee’s visa is sent to both the scholars, and the designates department contact. It is the department's responsibility to respond to these alerts by telling OISS that the scholar is leaving Yale, or to request a visa extension by submitting the required information.

The majority of academic appointments (non-ladder track) at Yale are overseen by either the Office of Postdoctoral Affairs or the Provost Office. These offices are instrumental in vetting the appointment’s bona fides and communicating with the scholar (before arrival) the terms of employment, extension and termination. In addition, with international scholars there are at least four responsible parties engaged in visa sponsorship:

- OISS
- The scholar
- The faculty member appointing the scholar
- The administrator supporting the faculty member

Although there may be several different department members helping a faculty member with international scholars, OISS normally refers to a department administrator as one who is a registered [OISS Connect](https://oiss.yale.edu) user and has the authority to speak for the department regarding the funding, the appointment and terms of employment. In this visa sponsorship partnership, OISS relies on the department administrator to communicate with OISS issues of importance (and in some cases Federal law) including:

- Ensuring the scholar has received (from the Provost or Postdoc office) information about the terms of the appointment prior to arrival in New Haven
- Monitoring scholars’ arrival dates and informing the OISS of possible delays
- Notifying OISS if the scholar decides not to come at all
- After the scholar has arrived, reporting to OISS any change to the Yale appointment including funding, title, location and contact information
- Any concerns about the scholar’s health, wellness and functionality in the Yale community
- Notifying OISS if a scholar leaves before the end of the visa document

Source URL: [https://oiss.yale.edu/for-departments/department-responsibilities](https://oiss.yale.edu/for-departments/department-responsibilities)