

Work Authorization Language in a Posting

Use this guide to understand when it is appropriate to insert language in an advertised posting when a department/unit has determined it will not be providing work sponsorship for an open position.

Who Requires Work Sponsorship:

A foreign national (defined as a person who is not a U.S. citizen, U.S. permanent resident, refugee or asylee) who must have authorization to work in the U.S. Examples of work authorization include H-1B, TN, J-1, or "Green Card".

Eligible Positions:

Positions allowed to request approval to use non-sponsorship language include P&S, Non-Tenure Eligible Faculty, and K Base.

Key Considerations:

1. The hiring unit must determine prior to the position posting if the position will be eligible for sponsorship.
2. The non-sponsorship decision must be based on the business needs of the employing unit. Items to consider include:
 - **Budget:**
 - Sponsorship includes filing fees paid by the hiring department.
 - Contact the International Students and Scholars Office (ISSO) for a cost estimate.
 - **Appointment Conditions:**
 - Start Date: Consider urgency of need.
 - Length of term:
 - Sponsorship may not be viable option for short-term positions.
 - Completing the sponsorship paperwork and waiting for approval can be a lengthy process i.e. months or years. Contact ISSO for a time estimate.
 - **Recruitment Needs:** Sponsorship may be a good recruitment strategy for positions for which it is challenging to find qualified candidates. The non-sponsorship language should not be included in any posting for a position that the unit may ultimately wish to sponsor.
 - **Regulations:** There may be visa limitations, such as discontinuation of H-1B premium processing or other orders that may extend the approval time for this type of visa.
3. The non-sponsorship decision must be approved by the respective Dean, AVP, VP, SVP, Provost or President. If included in a faculty posting, the non-sponsorship language must be pre-approved by the SVPP office prior to routing to UHR.
4. If the language is included in a posting, the hiring unit CANNOT hire any applicant who does not have an appropriate work authorization on that specific posting.

Steps in Utilizing the Approved Language:

1. Prior to submitting a position description (P&S) or a posting, the hiring unit should discuss with the respective HR Liaison the reason for utilizing the language.

2. Once a decision to utilize is made, the hiring unit must enter the following language in the **Additional Information** section prior to routing the position description or posting for approval:

Additional Information	Must be legally authorized to work in the U.S. on an on-going basis without sponsorship.
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3. In addition, the hiring unit should add the following **Supplemental Question** for applicant response:

* 1. Are you legally authorized to work in the U.S. on an on-going basis without sponsorship?

- Yes
 No

- If the response is **Yes**, the applicant can be further reviewed for the position.
- If the response is **No**, the applicant will no longer be considered for the position and should be dispositioned utilizing the NQ for not qualified, using the following reason code in PeopleAdmin:

Take Action



Does Not Meet Required Education and Experience (move to Does not Meet Required Education and Experience)

Reason (required)

Please select

- Please select
- Does not meet education requirement
- Does not meet experience requirement
- Does not meet license/certification requirement
- Application incomplete or late
- Department does not wish to provide work sponsorship

Cancel

Please contact your UHR Talent Acquisition consultant or email employment@iastate.edu with any questions.

Additional information with regard to the options for work sponsorship can be found on the [ISSO website](#) or email jssoscholar@iastate.edu.