

**Information to Provide to Immigration Attorney
on Filing Permanent Resident Petitions
on behalf of Minnesota State Mankato International Faculty**

Minnesota State Mankato international faculty members on probationary (tenure-track) appointments are eligible to file an employment-based permanent resident petition. The individual international faculty member is required to hire/retain their own attorney of choice for certain aspects of the PR process. Human Resources does provide general lists of available attorneys in the area, but does not attempt to make any representation as to the quality of service provided. Human Resources does recommend to the international faculty member that the attorney be a member of the American Immigration Lawyers Association (AILA) and be currently licensed to practice in the State of Minnesota.

Human Resources will process the labor certification (within 18 months) and file the I-140 form, but the international faculty member must pay the I-140 fee. Human Resources will not assist in the I-485 processing, but will provide a letter to confirm the continued employment. Any other PR petition such as EB-1 "Outstanding Professor/Researcher", National Interest Waiver, Diversity lottery, Family-based petitions can be pursued – any immigration attorney involved with employment-based petitions may forward the G-28 to Human Resources. All such employment-based petitions will be reviewed and edited (if needed) by Human Resources. Please forward materials to:

Human Resources
336 Wigley Administration Center
Mankato, MN 56001
(507) 389-2015

Human Resources will provide the documentation on the hiring process and other documentation on file as you request. Human Resources will also provide our standard letters to confirm the employment of the international faculty member upon your request.

It will be necessary for Human Resources to maintain the employee file and comply with various federal regulations for auditing purposes. Therefore, our office requires that any attorney representing an international faculty member must submit official forms and other essential supporting documentation to Human Resources. Please provide the following information/documentation:

- ⌚ Confirmation of your current eligibility to practice in the State of Minnesota.
- ⌚ Copy of the I-485 adjustment of status receipt. We do not require/request a copy of the I-485 and supporting documents.
- ⌚ Documentation to indicate changes to the non-immigrant classification (e.g., advanced parole, EAD, I-797 notice of PR approval, I-551 stamp in passport, alien registration card) to update the international faculty file and database on the international faculty member.

Human Resources will be responsible for the following:

- ⌚ Maintaining a file with all supporting evidence for 5 years;
- ⌚ Signing official documentation, such as the G-28, as the sole representation on behalf of Minnesota State University, Mankato in these matters. Lori Lamb, as Director of Human Resources, is the only authorized representative at Minnesota State Mankato to sign such documents.

In light of these responsibilities, please keep this office informed of any progress in this matter. Thank you for your willingness to help Minnesota State Mankato's international employees. We look forward to a cooperative working relationship with you. My email address is: julie.rabaey@mnsu.edu *

** International Center staff will work with Human Resources on visa/immigration related issues. Files for international faculty and professional staff in H-1B and TN non-immigrant categories will be retained in Human Resources.*