

33.99.09.E0.01 Employment of Foreign Nationals

Approved December 15, 1997
Revised February 8, 2010
Revised July 15, 2013
Next Scheduled Review: July 15, 2016

Supplements System Regulation 33.99.09

Standard Administrative Procedure Statement

The Texas A&M Engineering Experiment Station (TEES) shall employ foreign nationals as provided by System Regulation 33.99.09 and this Standard Administrative Procedure (SAP). Faculty appointments will be handled in accordance with TAMU Rule 33.99.09.M1.

Reason for Standard Administrative Procedure

This SAP provides minimum procedures to be used in the employment of foreign national employees. It does not apply to the employment of international students.

Procedures and Responsibilities

1. ADMINISTRATION

- 1.1 Engineering Human Resources has been designated as the office with the responsibility for employment of international researchers and staff.
- 1.2 Review of immigration credentials of foreign national employees and certification of employment eligibility is coordinated with Texas A&M University's International Faculty & Scholar Services Office (IFSS).
- 1.3 TEES will employ foreign nationals (any non-United States citizens not holding permanent resident status) only when the individuals have presented the appropriate documentation to show they are legally entitled to be employed in the United States.
- 1.4 The employing division must ensure that no correspondence or other communication with a foreign national constitutes a firm offer of employment until all necessary approvals have been secured.
- 1.5 Approval to hire foreign nationals must be approved by the Director of TEES or designee.

2. PROCEDURES

- 2.1 The employing division is responsible for preparing the required documents to initiate the hiring of a foreign national employee and obtaining and/or providing other required information. Submission of the required documents to IFSS will be coordinated with Engineering Human Resources.
- 2.2 The employing division is responsible for reporting employment changes, including termination, of foreign nationals to IFSS as outlined in System Regulation 33.99.09 Section 5, Responsibility of Hiring Department or Unit.
- 2.3 The hiring division shall ensure that the proposed employment complies with all U.S. export control laws and regulations as outlined in System Policy *15.02 Export Controls*, working in coordination with the appropriate TEES administrative offices(s).

3. SPONSORSHIP FOR PERMANENT RESIDENCY

- 3.1 Sponsorship for permanent residency is not an entitlement.
- 3.2 Sponsorship will be handled in accordance with System Regulation 33.99.09 Section 7 and documented on the approved Sponsorship for Permanent Residency form.

Related Statutes, Policies, or Requirements

[Division's Sponsorship for Permanent Residency Form](#)

[Regulation 33.99.09, Employment of Foreign Nationals](#)

[Policy 15.02, Export Controls](#)

[TAMU Rule 33.99.09.M1, Employment of Foreign Nationals](#)

Definitions

Unless otherwise stated, all terms used in this SAP shall have the meaning assigned by System Regulation 33.99.09.

Contact Office

Engineering Human Resources
(979) 458-7699