

**From:** Long, Hosea  
**Sent:** Tuesday, April 23, 2013 4:10 PM  
**Subject:** Immigration Service

**Please forward this message to those who deal with immigration matters in your department. In particular, please send to your foreign nationals and their sponsors.**

Most, if not all of you, are aware that we have been experiencing some challenging times in Immigration Services over the last 10 months. During that time, we saw Tiffany Edwards leave as manager after 12 years. Amanda Legate succeeded Tiffany just as we began to see a significant increase in service demand. Due to the difficult learning curve required to reach a point where Amanda felt comfortable, plus increased demand, we had to outsource H-1B Petitions for a few months. Just as Amanda had begun to process H-1B Petitions in-house again, she has been recruited away from us. Friday, April 19 was Amanda's last day with UAMS.

We have begun the process of recruiting for another Immigration Manager, and we think we are close to the point of making a job offer to a qualified individual. I wanted to insert a quote from a message Becky Goins shared with you back in July, 2012, "I hope you can appreciate the unique immigration needs of an institution such as UAMS. We created Immigration Services almost 20 years to centralize and administer the J-1 Exchange Visitor program. We had two staff then. We still have just two staff today -- Amanda and Hazel Rosson. Yet our services have grown tremendously. Our foreign national population has doubled in the last ten years alone. We've assumed responsibility for alien taxation, I-9s and E-Verify. And over time Immigration Services has taken over the responsibility for processing other visa types in-house".

One thing I can say that is different compared to 1- month ago, we have added more resources to the Immigration Service services area. Odette Woods, formerly our Director for Affirmative Action, is now our Senior Director for Immigration, Title IX and Affirmative Action. Along with Odette, there will now be 3.5 FTEs dedicated to Immigration Services. Once we have recruited the new manager to succeed Amanda, and all of the new assigned staff to this area have come up to speed, we are confident that we can provide a timely, high quality service required for you to conduct your business.

As Becky Goins said 10 months ago, we are sensitive to your need for business to go on as usual; however, we do not have the skill set available at this time to provide our full array of services. To aid in the transition, we are implementing these changes effectively immediately:

1. Outsourcing of H-1B Petitions (New and Ongoing)

While all employment-related immigration matters are still to be coordinated through our office, we will use outside counsel to prepare initial and ongoing H-1B petitions. Departments wanting to hire foreign nationals on an H-1B visa, or to extend the H-1B visa of a current employee, will be responsible for attorney costs, estimated to be an additional \$1000-\$2000 per petition. Please continue to contact Immigration Services as soon you plan on sponsoring an individual under an H-1B visa (or any other visa type) so we can work with you and outside counsel to timely process the required paperwork.

2. Office Schedule

The Office of Immigration Services will continue to assist the UAMS community from 8am – 5pm, Monday – Friday. However, the door may be closed during certain hours so we can process and enter sensitive data.

Priority Appointments: Weekdays 8:00 am - 1:30 pm

To schedule a one-on-one advising session, complete/submit employment documents, discuss immigration related issues or review a pending case, please schedule an appointment with Immigration Services.

Walk-Ins: Weekdays 2:00 pm – 4:30 pm

For general questions, submission of completed employment documents, or just to say “Hello”... Please feel free to drop by during walk-in hours, no appointment necessary. Assistance provided on a first-come first-served basis.

Who to Contact:

Office of Human Resources, Immigration Services

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Don't forget to visit our website for FAQs and general information: <http://hr.uams.edu/other/immigration/>

Thank you for your patience and understanding as we evaluate our services to address the growing needs of UAMS. If you have questions or concerns, please call or email me.