

## Employment Based Sponsorship – Roles and Responsibilities

The sponsor, beneficiary, immigration counsel and HRS play an integral role in sponsorship process so it is imperative that they are aware of each role in the process.

	Sponsor - Department	Beneficiary - Employee	Immigration Counsel – Maney   Gordon   Zeller (MGZ)	Human Resources Services (HRS)
<b>Before Sponsorship</b>	<p>Upon notification that sponsorship, consult MGZ regarding sponsorship options and costs.</p> <ul style="list-style-type: none"> <li>- Decide whether to sponsor or withdraw offer.</li> <li>- If dept. elects to sponsor, sign MGZ engagement letter establishing responsibility for fees and costs.</li> <li>- Complete the Foreign National Information Form (and Export Control form, if needed) and route as appropriate.</li> </ul>	<p>Notify department that sponsorship is required for employment eligibility.</p> <p>If dept. agrees to sponsor, sign MGZ engagement letter to accept financial responsibility for payment of attorneys’ fees not paid by sponsoring dept.</p>	<p>Offer consultation to departments considering sponsorship.</p> <p>Disclose costs and fees associated with sponsorship.</p> <p>Prepare engagement letter specifying costs and fees for department, including designation of portion of fees to be paid by beneficiary.</p>	<p>On behalf of the department, routes the Foreign National Information form along with hiring packet to MGZ to start the sponsorship process.</p>
<b>During Sponsorship</b>	<p>Carefully review all documentation (LCAS, APPS, Etc.) prepared by MGZ for accuracy (department may share the documentation with Beneficiary to verify accuracy of information).</p> <p>Contact MGZ for updated status as necessary. Keep beneficiary updated on status.</p>	<p>Provide documentation requested by MGZ in a timely fashion.</p> <p>Review any documentation received for accuracy.</p>	<p>Copy department contact, hiring manager and HRS on all correspondence related to action.</p> <p>Provide monthly detailed status update to HRS.</p> <p>Notify all parties when sponsorship is completed.</p>	<p>Collects documents and maintains public access file.</p> <p>Posts notices as directed by MGZ.</p>
<b>After Sponsorship</b>	<p>Work with employee and MGZ attorneys to determine if further sponsorship is needed.</p> <p>If department elects to sponsor employee again (H1b, PERM, TN, etc.), complete the necessary forms to initiate process.</p>	<p>Provide necessary employment authorization paperwork to HRS.</p> <p>Update Department of immigration/employment authorization needs.</p>	<p>Upon request, provide consultation to department and beneficiary regarding further sponsorship options, costs and obstacles.</p>	<p>Send notification to employees once their employment authorization expiration date nears.</p>