Saint Louis University sponsors visas for numerous international students, faculty, and staff who enter the United States to study and work on our campus.

Each visa type is unique, and it's easy to be confused by the alphabet soup (B, E, F, H, J, O) that describes the different visa categories. The following is a summary that describes the different visa types and when each is applicable.

**Exchange Visitor Visas:** These are non-immigrant visitors who have been accepted into an exchange visitor program through a sponsoring organization. Visitors must enter the United States on an exchange visitor visa (J-1). Exchange visitor categories include physicians, professors, researchers, college and university students, and trainees. Generally, exchange visitors must return to their home country for two years before they can change status to a temporary worker (H) or seek permanent residence status.

**Student Visas:** Foreign university or college students must have a student visa (F-1) to study in the United States. The University must first admit students and then enroll them in the Student and Exchange Visitor Information System (SEVIS). The University provides students with a Form I-20 to present to the U.S. embassy. Students on an F-1 visa can extend their stay for optional practical training (OPT) directly related to the students’ area of study. In addition to the OPT endorsement on the F-1 visa, students must apply to the US Citizenship and Immigration Service (USCIS) for an employment authorization document. Students on an F-1 visa may work up to 20 hours per week during the school year and full-time when school is not in session (summer, semester, and holiday breaks).

**Temporary Worker Visas:** Employers may file a petition with USCIS to obtain temporary authorization for a foreign citizen or national to work for a fixed period of time. The most common temporary visas used for Saint Louis University’s international faculty and staff include persons in a specialty occupation (H-1B), temporary non-agricultural workers from designated countries (H-2B), and individuals with extraordinary ability or achievement (O).

**Visitor Visas:** This category includes persons who want to enter the United States temporarily for business (B-1), or pleasure, tourism or medical treatment (B-2). A visitor with a B visa may enroll in a short recreational course of study which is not for credit toward a degree or academic certificate. However, it is important to note that this visa does not authorize the individual to work.

**Immigrant Visa:** Saint Louis University may sponsor a foreign faculty or staff member seeking to obtain lawful, permanent residency in the United States. There are five employment-based categories of preferences: priority workers including persons with extraordinary abilities and outstanding professors and researchers (E1), professionals holding advanced degrees and persons with exceptional ability (E2), skilled workers, professionals, and unskilled workers (E-3), certain special immigrants including foreign medical graduates (E-4), and immigrant investors in new commercial enterprises which provide job creation in the United States (E-5).

Saint Louis University must submit a labor certification with the US Department of Labor to establish that there is a shortage of qualified US citizens for a job before it can file a petition with USCIS for an H or immigrant visa. University departments review requests to sponsor foreign citizens for employment based visas on a case by case basis. Additional information can be obtained from the following resources:

**Additional resources:**
*International Faculty & Staff Association (IFSA)*

**SLU International Programs**

Marty Clay, Director, UMG Administration, claymm@slu.edu
University Medical Group (UMG) faculty and staff J1, H1, and O visas

Cathy Donahue, Assistant Director, International Services, donahuec@slu.edu
H visas for University employees who are non UMG employees
J1 visas for all individuals except Medical residents
**HR PROCESS REMINDER**

**Verification of Employment**
Employees need verification of employment (VOE) for different reasons: verification of current or past employment for lenders, apartment rental, or reference checks. Saint Louis University utilizes The Work Number for verifications, and the process is as easy as going online or making a phone call.

If you need verification of employment only, you will need to provide the following information to the verifier:
- The Work Number website [http://www.theworknumber.com](http://www.theworknumber.com) or phone number (1-800-367-5690)
- Your social security number and the Saint Louis University Employer Code, 10065

If you need to provide verification of employment and verification of income, you will need to first follow these steps before providing the verification access information to the verifier:

Go to The Work Number [http://www.theworknumber.com](http://www.theworknumber.com) or call 1-800-367-2884.
- Enter the Saint Louis University Employer Code, 10065
- Enter your Banner ID including leading zeros
- Enter the default password, your 8 digit date of birth mmddyyyy
- You will be required to create a new PIN
- Select Employee
- Select Prove Income to Verifiers or click on the Salary Key tab
- Click on +New Salary Key
- Write down your salary key, and provide it to your verifier along with your Social Security and the Saint Louis University Employer Code, 10065

For more detailed instruction, click here.

**BENEFITS**

**Walk to Madrid**
As of today, Saint Louis University is halfway through the 2013 Walk to Madrid program. As of the end of week three, over 76 teams of 8 employees have walked 158,378,349 steps, or approximately 80,000 miles!

To get more steps in your own Walk to Madrid, please join us for our monthly Vitality 5ks on both the Frost and the Health Science Campuses. The HSC 5k will be Wednesday, July 10th at 5:00 p.m., starting from the Medical Center Stadium track. The next Frost 5k is Tuesday, July 23rd at 8:00 am starting from the Simon Rec Center. Please stay tuned to the weekly wellness messages for links to register for these events.

Check out the Walk to Madrid website [http://slu.edu/walktomadrid.xml](http://slu.edu/walktomadrid.xml) or Facebook [https://www.facebook.com/WalkToMadrid](https://www.facebook.com/WalkToMadrid) page for updates on team progress, walking tips, photos of team participants, etc.

**SLU Weight Watchers**
Walking to Madrid can also be a great way to jump start a weight loss program. If you are looking for more ways to lose weight this summer, join your co-workers for Weight Watchers at Work, Wednesdays at 11:45am in the Human Resources Training Room in the Wool Center. Come learn about the new Weight Watchers 360° which is an updated program built on the proven PointsPlus plan and about powerful new ways to help you stick with the plan so you can lose weight and keep it off.

Saint Louis University employees who participate in an approved weight-loss program such as Weight Watchers may be eligible for a one-time Wellness Rebate of up to $200 from Vitality. Participants must have a starting BMI of 30 or greater to be eligible for this rebate. More information on Weight Watchers at Work may be found on the Benefits website.

**LEARNING & DEVELOPMENT**

**Everything Workplace DiSC**

*Do you ever wonder why your work preferences differ from your colleagues?*
*Do you prefer a social work environment?*
*Do you prefer to work quietly behind a closed door?*
*Do you prefer to work on detailed processes?*
*Do you prefer the big picture?*
The workplace is full of different preferences and personalities. As we become more knowledgeable about the differences in our workplace, we can more effectively build relationships and learn how to better work with one another. Everything DiSC Workplace is an individual preference assessment and facilitated program that focuses on:

- Discovering Your DiSC Style
- Understanding Other Styles
- Building More Effective Relationships
- Optional People-Reading Module

HR Training & Development is offering the Everything DiSC Workplace session at the end of July. The session is 5 hours, and the format will be offered as a choice between:

- A one day session on Monday, July 29 from 8:30-2:00 or
- Two half-day session on Monday, July 29 from 8:30-11:30 and Tuesday, July 30 from 8:30-10:00

The cost of this session is $57 per participant and space is limited to 20 participants per session. To register, click here.

The Everything DiSC Workplace program is also offered to departments and teams. If you are interested in scheduling a session for a group, please contact Anna Beasley at abeasle2@slu.edu or 977-3711.

Mission

The mission of the Human Resources division is to administer practices and programs that will attract, develop and retain high performing faculty and staff to advance Saint Louis University’s mission of higher education, patient care, research and service.

MISSION - ATTITUDE - GUIDANCE - INGENUITY - SERVICE