

November 2025 Instructions for Faculty Searches with applicants needing UVM Sponsorship

The following instructions should be used to guide departments conducting faculty searches in Fall 2025 and early Spring of 2026. As the federal immigration landscape is shifting quickly, please read any follow-up communications closely and consult with internationalscholars@uvm.edu with questions.

All individuals who apply for jobs at UVM through the UVMJobs system are prompted with the following questions:

1. Are you legally able to work in the United States?
2. Will you require sponsorship by the University to work or continue to work in the United States

Hiring units should review the responses to these questions. For any candidates who rise to the finalist level and indicate that they would require sponsorship to continue work in the US, hiring units should ask follow-up questions as necessary according to the chart below. Follow-up questions should not be asked of candidates who answer “No” to requiring sponsorship to avoid discrimination. The follow-up questions have been approved in partnership with Human Resources and should not be adjusted.

The Office of International Education (OIE) can use this information, along with finalist application materials, to make an initial assessment of whether the new \$100,000 H-1B fee would apply and/or alternative visa sponsorship options (ex: J-1, O-1, TN, etc.). Note: The chart does not include answer combinations that would be outside of the Office of International Education’s involvement.

Are you legally able to work in the United States?	Will you require sponsorship by the University to work or continue to work in the United States?	Additional Follow Up Questions
Yes	Yes	Hiring units should ask the following questions of finalists to learn more about their need for sponsorship in the future: <ol style="list-style-type: none"> 1. What is the basis of your current work authorization? 2. When does that work authorization expire? 3. Have you ever been on a J-1 visa?
No	Yes	Hiring units should ask the following questions of finalists to learn more about their need for sponsorship in the future: <ol style="list-style-type: none"> 1. What is your current immigration status 2. When does that status expire?

If you have finalists whom you wish to have the OIE review, send to internationalscholars@uvm.edu the following for any candidate needing assessment for sponsorship:

- Applicant CV/Resume
- Position Description
- Candidate’s answers to follow-up questions based on the chart above

If you have multiple finalists for the same search whose responses indicate a need for sponsorship, please provide candidate information for all applicants in a single email. We will review submissions as quickly as possible, generally within 3 business days.