



# Five Steps To Creating A Company Immigration Policy

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Senior Associate, Global Immigration Associates

### Top-Ranked Legal Team and Market Leading Technology

**1998**

FOUNDED IN CHICAGO

SECURE WORK AUTHORIZATION IN **100+**  
COUNTRIES AROUND THE GLOBE

**1,000+**  
CUSTOMERS

**75+** AVERAGE NPS

**37%**  
YoY Growth

INVESTORS  
**General Catalyst  
Catalyst**

#### DIVERSITY

LEADERSHIP  
**43%** FEMALE

COMPANY  
**53%** FEMALE

COMPANY  
**10%** SPONSORSHIP

## About the Presenter



**Jaclyn Pettit**  
**Senior Associate**  
**Global Immigration Associates**

- Jaclyn is a Senior Associate at Global Immigration Associates where she counsels clients in several industries on employment-based nonimmigrant and immigrant visa matters, including H-1B, L-1, TN, E and O-1 nonimmigrant petitions and both PERM and EB-1 green card cases.
- Jaclyn also provides strategic guidance on DOL compliance matters and the effects of corporate restructuring, mergers and acquisitions, and layoffs on foreign national employees.



Content in this presentation is not intended as legal advice,  
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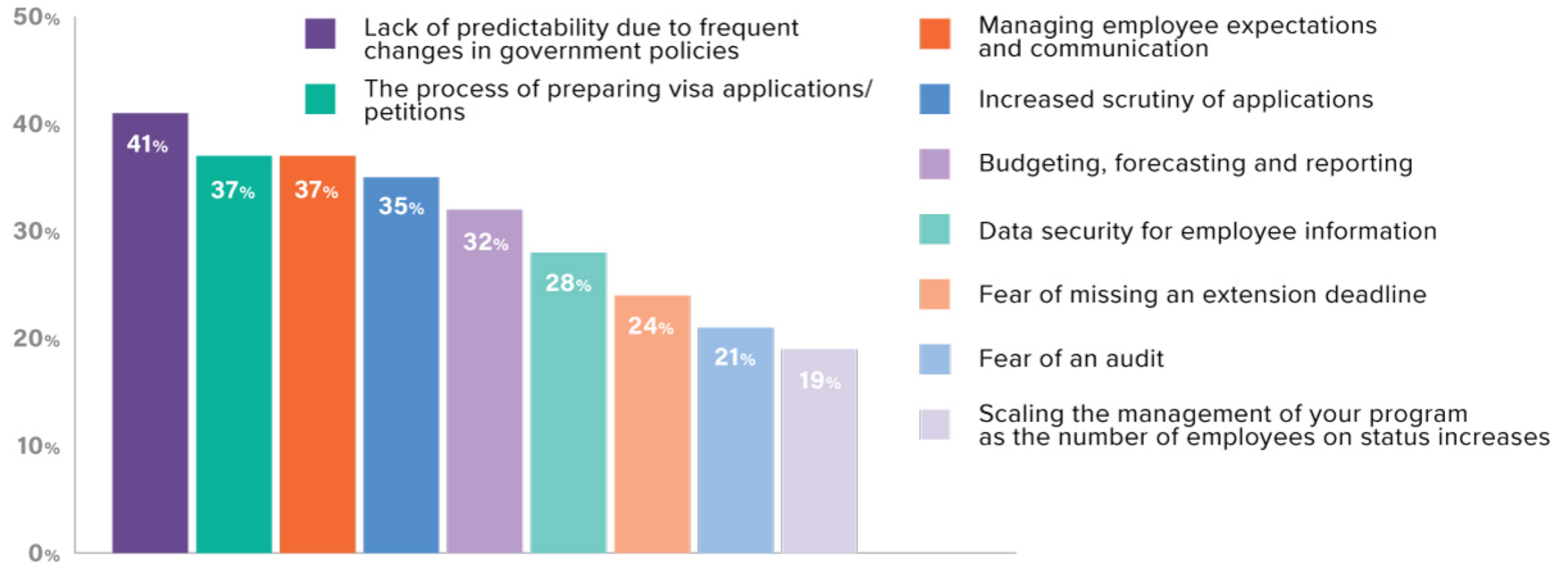
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# Corporate Immigration Today

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*Q: What are your biggest pain points around managing your company's U.S. immigration program?*



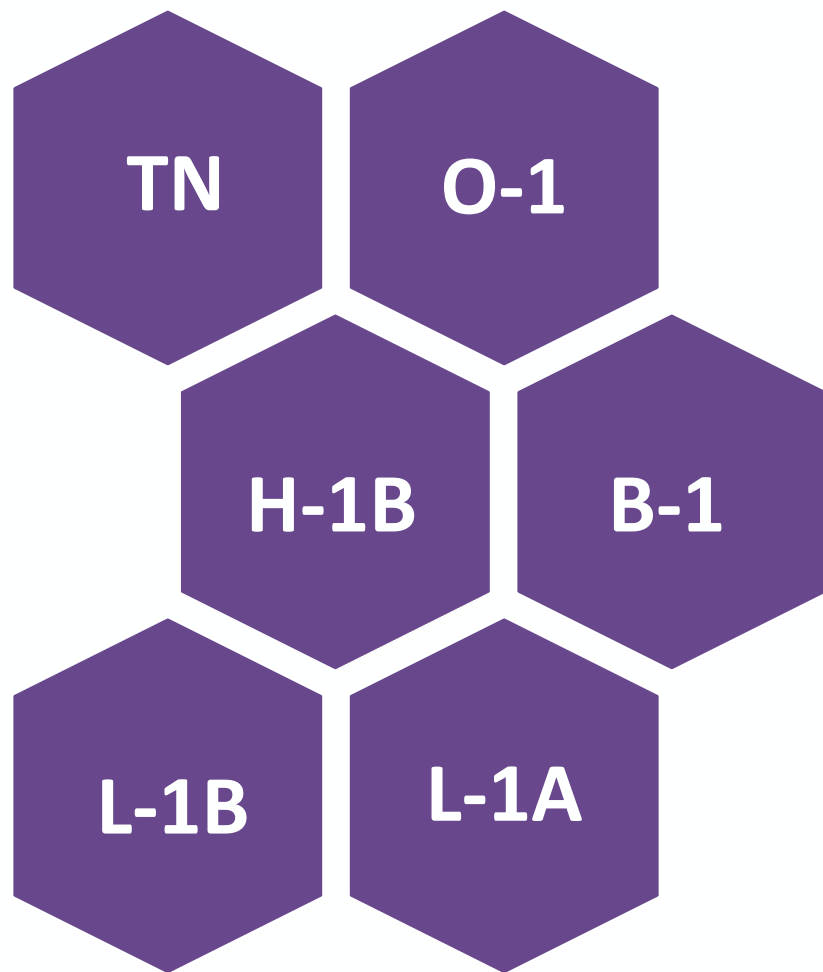


**As your immigration program scales, so do the challenges associated with running it.**

**Establishing a formalized company immigration policy can streamline the process and deliver a better candidate experience.**

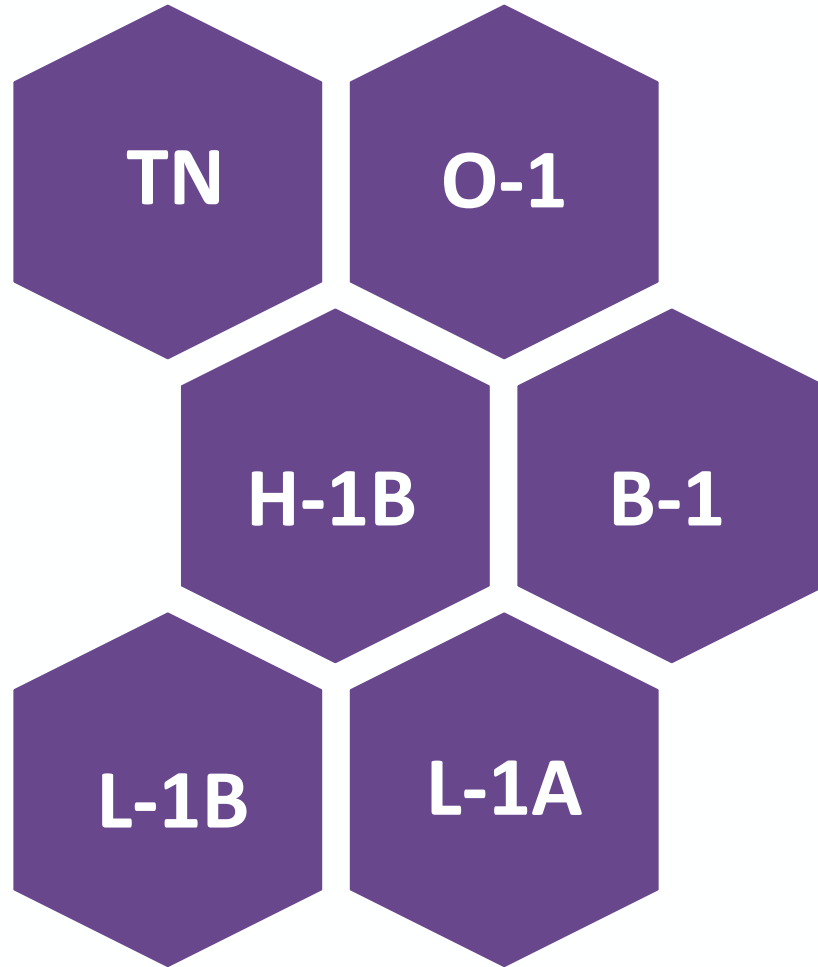
# Creating A Company Immigration Policy: Step One





## Step 1: Understand The Different Employment-Based Visa Categories

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- Immigration professionals should have a high-level understanding of the different visa options that are viable for their talent
- Work with an immigration services provider to assess which visa options work best based on eligibility criteria and other considerations
- Conducting this assessment before a candidate is selected can give companies more options in choosing a visa type, and can set expectations for the company and the candidate.

# Creating A Company Immigration Policy: Step Two

## Step 2: Learn About Green Card Sponsorship Options and Determine the Best Fitting Strategy



### EB-1

Priority workers with extraordinary expertise in sciences, arts, education, business, athletics

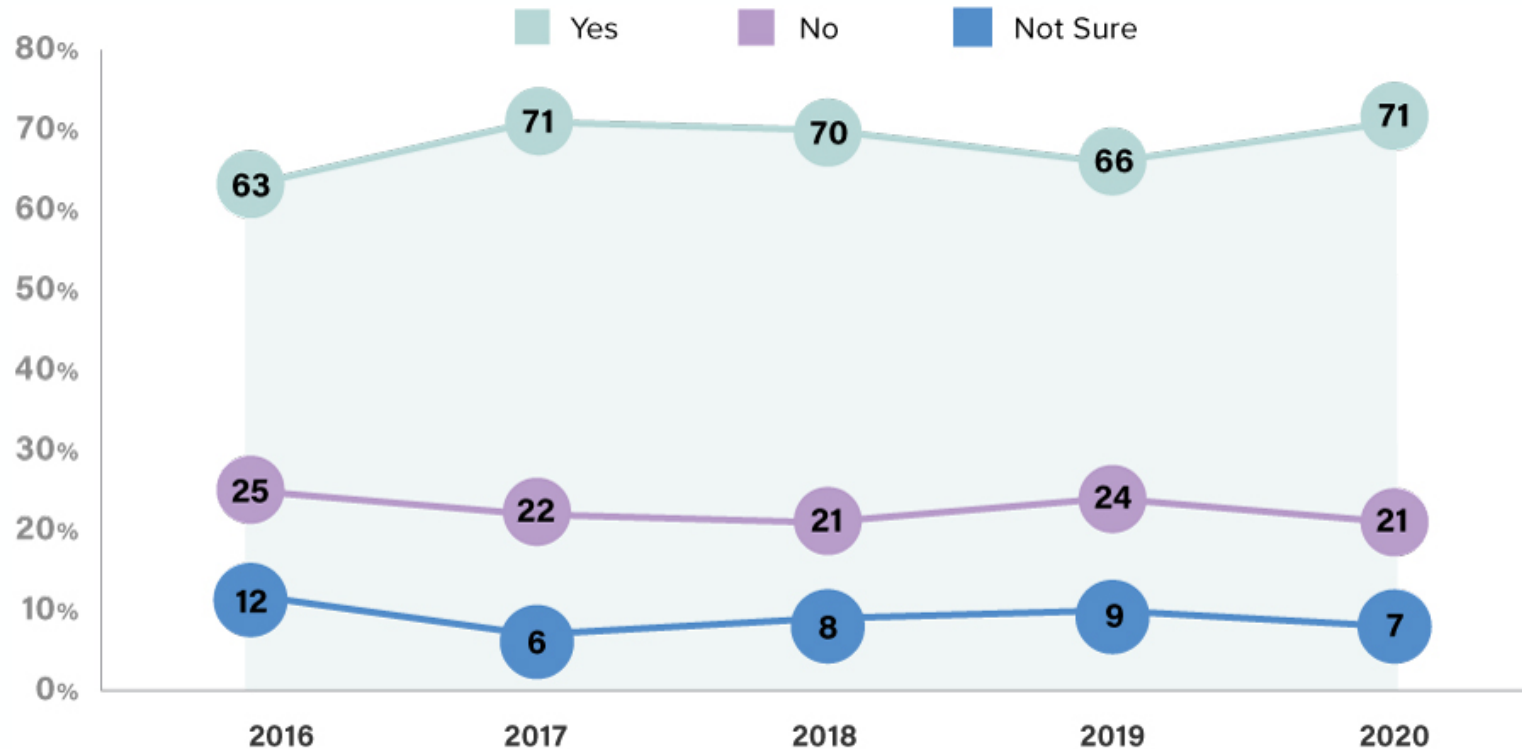
### EB-2

Advanced workers with exceptional ability in the sciences, art, or business (or an advanced degree)

### EB-3

Skilled or other workers with a bachelor's degree or foreign equivalent

## Step 2: Learn About Green Card Sponsorship Options and Determine the Best Fitting Strategy



**71%** of employers said their company has sponsored a foreign national for permanent residence

# Deciding on a sponsorship timeline

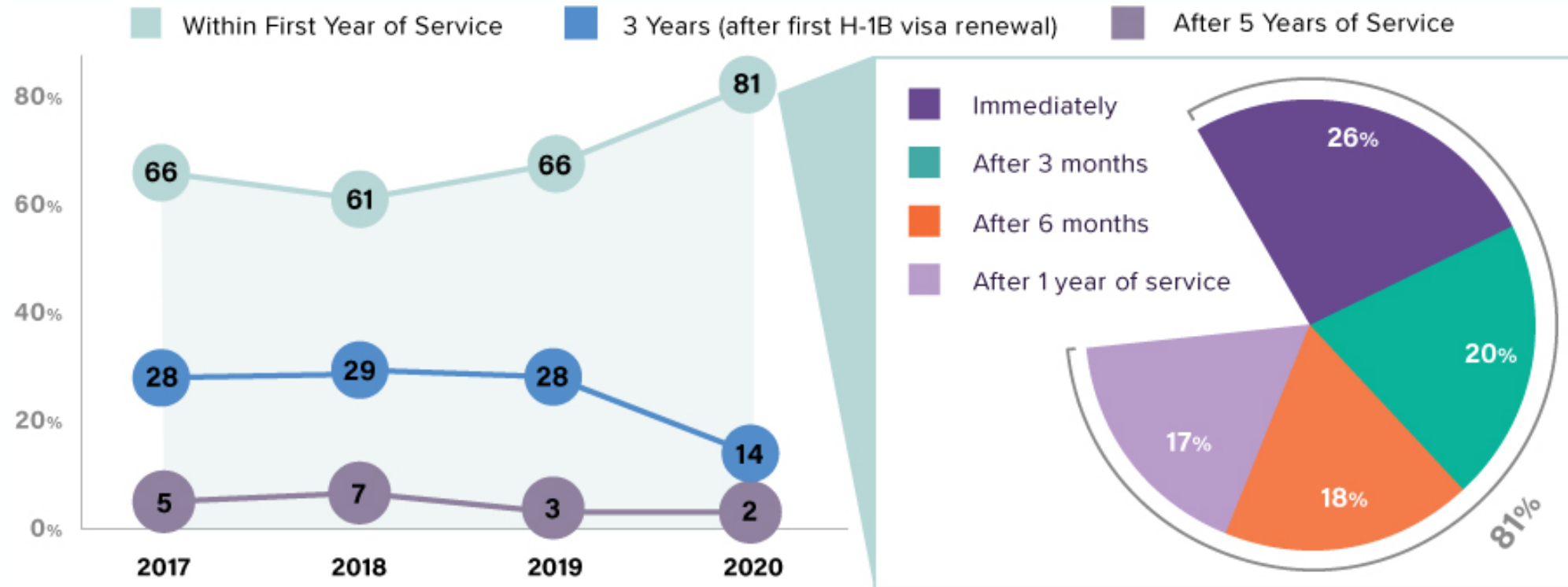


Beginning early helps employees get a jump start on the process, which can take years

Some employers choose to create a probationary period to evaluate an employee's performance and fit within the company



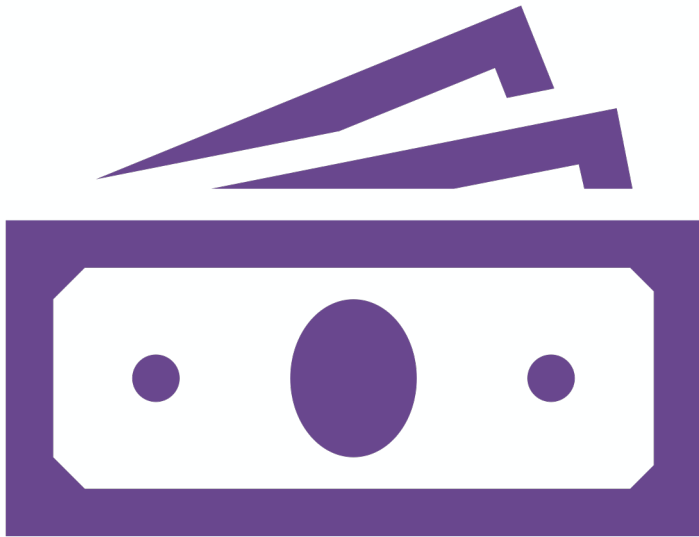
**81%** of employers who sponsor green cards start the process within or upon the first year of an employee's service, including **26%** that do so immediately.



# Creating A Company Immigration Policy: Step Three

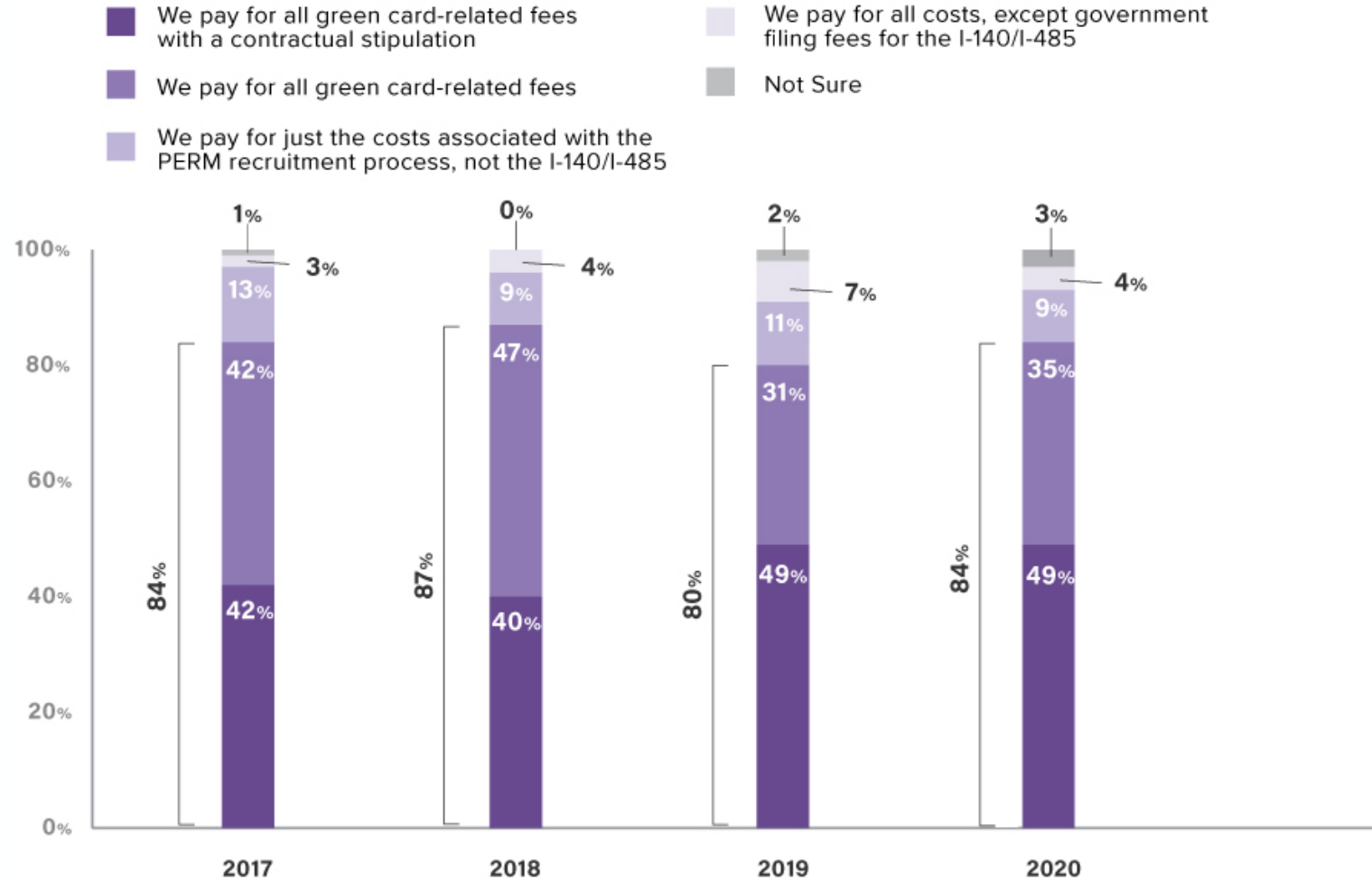


# Step 3: Develop Payment & Reimbursement Guidelines



- Application filing fees can vary widely by visa type
- Certain visas are eligible for premium processing for \$1,410
- Covering the full cost of visa or green card sponsorship can be an added perk
- Certain fees **MUST** be covered by the employer
  - LCA filing fee
  - PERM recruitment costs

# Step 3: Develop Payment & Reimbursement Guidelines



**84%** of employers said that they cover all green card-related fees, and **49%** implement contractual payback stipulations if an employee departs the company within a certain time period

# Creating A Company Immigration Policy: Step Four

# Step 4: Select Immigration Perk Package Contents



## Common immigration perks include...

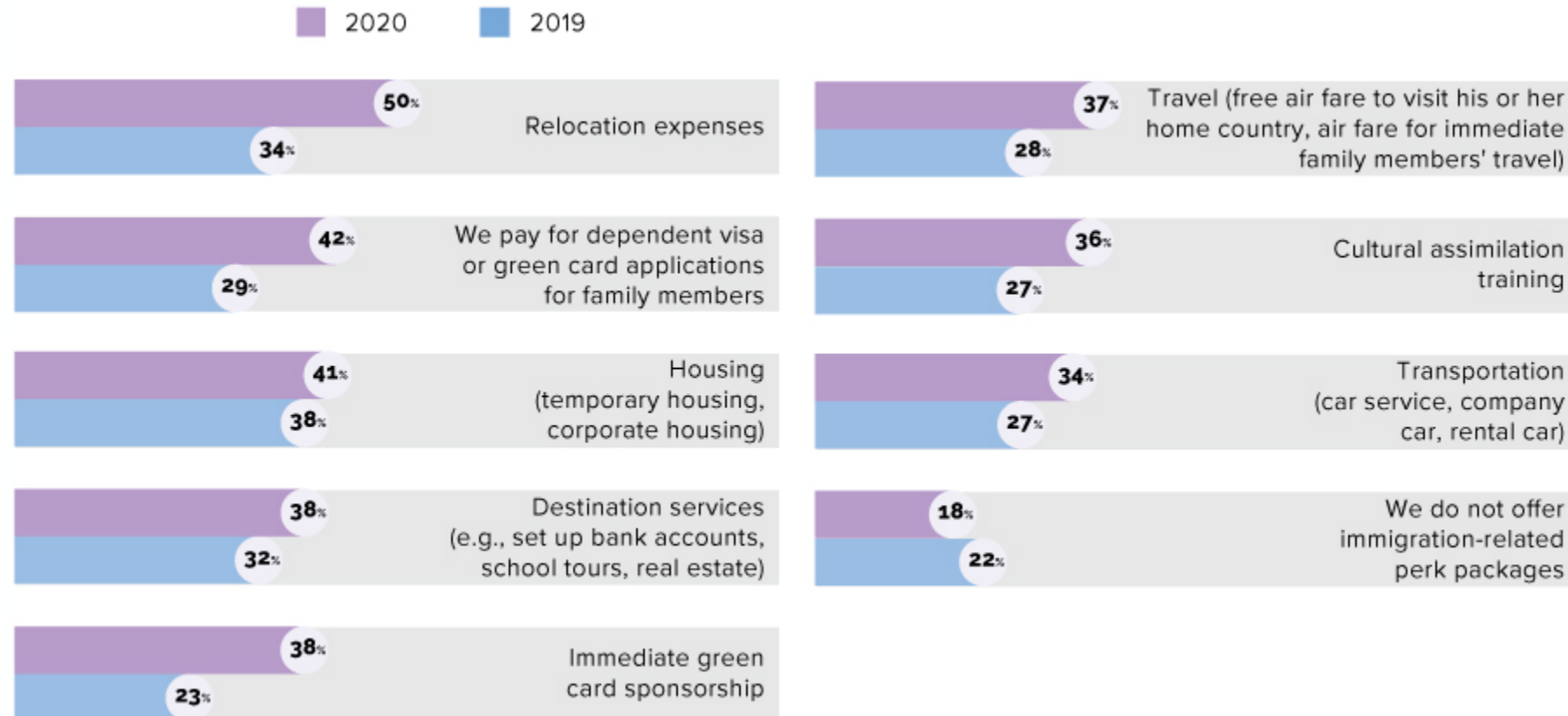
1. Temporary/Corporate Housing
2. Relocation Expenses
3. Destination Services  
(school tours, real estate)
4. Payment for dependent visa or green card applications
5. Travel allowances
6. Transportation services
7. Cultural Assimilation training

**Your perk package should reflect your company's unique situation**

# Step 4: Select Immigration Perk Package Contents



*Q: What immigration-related perk packages do you offer?*



# Creating A Company Immigration Policy: Step Five

# Step 5: Draft Your Organization's Immigration Policy



- Begin with an introduction to the different sponsorship services offered to employees, as well as any immigration services providers with whom the organization may work
- Consider including a formal copy of your organization's green card sponsorship policy and payment and/or reimbursement guidelines
- The policy can also include a template for a formalized recommendation of green card sponsorship, and a candidate questionnaire for permanent residency.

# Questions?



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