The use of any University funds must always be for the benefit of the missions of the University itself. Therefore, the School of Medicine is establishing the following criteria to be followed in the School of Medicine when considering the use of University funds in this manner:

1. There must be a clear benefit to the School of Medicine to justify the use of University funds in this manner. A written justification from the Department Chair describing why this is a good use of funds must be provided to and approved by the Dean prior to payment.

2. Since there is also a clear personal benefit to the faculty member, a standard repayment agreement contingent on continued employment for a period not less than two years must accompany the request.

3. MU departments, as the employer, are legally responsible for fees and costs associated with alien labor certifications. These expenses shall not be transferred to the employee or recovered through reimbursement arrangements. All other fees involved in the permanent residency process are negotiable between the department and employee.

4. Attorneys authorized to file employment petitions on behalf of the University of Missouri can be found at the following link: http://international.missouri.edu/come-to-mu/faculty-staff/permanent-residence/authorized-attorneys.php

5. MU foreign national faculty and staff may seek to retain a private immigration attorney for legal advice regarding permanent residency processing at their own expense.