



U.S. Immigration Tips

As companies expand their recruitment for skilled professionals into the global environment, HR professionals are faced with the growing challenge of navigating the US immigration process.

Below are some general guidelines to keep in mind when hiring foreign nationals and working through the immigration process:

- 1 Know what types of activities certain visas are limited to.
- 2 Be sure you know when an employee can begin working for you.
- 3 Make sure you know which documents must be stored and for how long.
- 4 Ensure that all filings reflect what is actually true for the company and the employee.
- 5 Understand the laws concerning the foreign worker's salary.
- 6 Track expiration dates carefully.
- 7 Know that certain processes rely on good timing (e.g. the employment-based green card process).
- 8 Consistently update your employment policies.
- 9 Always pay the correct filing fees.
- 10 Consult an immigration or employment law attorney when you face uncertainty.