

DRAFT SLLIS Portfolio Process

SLLIS will consider whether to sponsor staff members for lawful permanent residence (the “green card” process), depending on SLLIS’s staffing needs and the qualifications of interested staff members. Staff members seeking SLLIS sponsorship for the green card process will submit a portfolio that includes credentials and accomplishments. The ultimate decision whether to sponsor staff members in the green card process is completely at the discretion of SLLIS, and this guidance is not a guarantee that SLLIS will pursue the green card process for any staff member. SLLIS suggests that interested staff members adhere to the timeline below.

General Process and Timeline:

28 Months before staff member exhausts 6 years in H-1B visa status

- Staff member notifies Executive Director and Talent Director that s/he seeks to begin the portfolio process. The Executive Director will inform the staff member whether SLLIS is in a position to consider sponsorship.

26 Months before staff member exhausts 6 years in H-1B Visa Status

- Staff member submits SLLIS Portfolio and application for PERM process to Executive Director.
- Executive Director and the Talent Director review Portfolio and collect any additional documentation or information.
- Executive Director will notify the employee of her/his decision regarding whether the Executive Director will recommend that the Board sponsor the staff member.
- The Executive Director will schedule a closed session Board meeting to the staff member’s portfolio. The Board will only review portfolios if there is a positive recommendation from the Executive Director.
- The Executive Director will notify the employee of the Board’s decision.

24 Months before staff member exhausts 6 years in H-1B visa status

- If the Board approves the Executive Director’s recommendation that SLLIS sponsor the staff member, SLLIS will begin the Labor Certification process or other appropriate green card process for the staff member.

SLLIS does not guarantee that it will file a Labor Certification Application or other visa related document on behalf of a staff member. SLLIS is committed to complying with all legal requirements associated with the related processes and will act in accordance with the law.