

International Hiring FAQ

Below are some commonly asked questions and best practices for hiring departments to follow when hiring an individual who needs university sponsorship for employment authorization.

Who is an ‘international’ applicant?

An “international” applicant is not a US worker (U.S. citizen, lawful permanent resident, asylee or refugee). Some international applicants will need university sponsorship to have employment authorization for employment with the university and others may have employment authorization that does not require university sponsorship.

The university has several options for immigration sponsorship ranging from low cost and complexity to more cost and complexity.

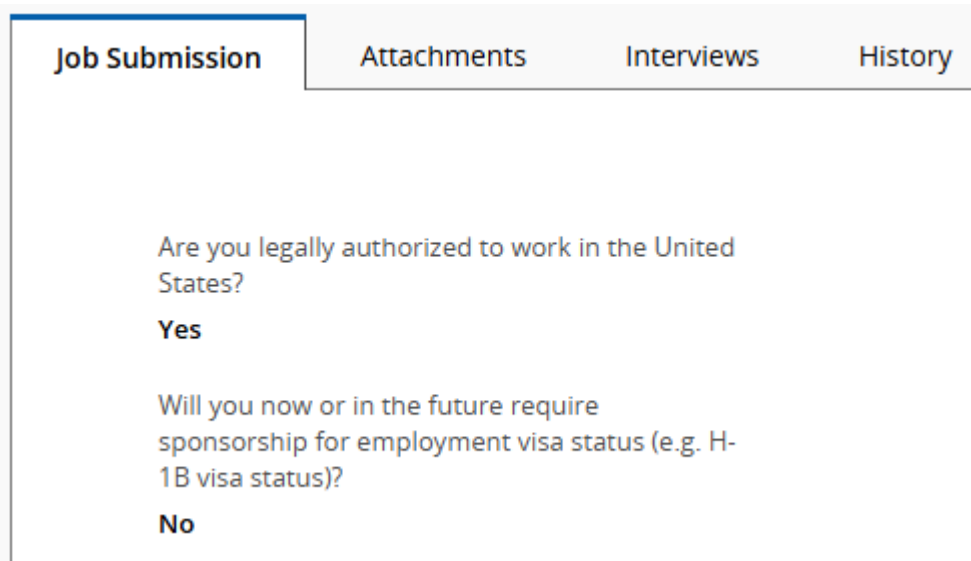
- [H-1B Employees \(Specialty Occupations\)](#)
- [J-1 Scholar including student interns](#)
- [Other employment-based options: O-1 alien of extraordinary ability, TN, and F-1 STEM OPT](#)

How can I tell if an applicant needs work authorization?

When an applicant applies to a job in CU Careers, each applicant must respond to the following questions:

- Are you legally authorized to work in the United States? Yes/No
- Will you now or in the future require sponsorship for employment visa status (e.g. H-1B visa status)? Yes/No

These responses are captured on the Job Submission tab of the application. Below is a screenshot from CU Careers to show where this is located. This should be reviewed for each applicant, especially if the role is not eligible for sponsorship.



Job Submission	Attachments	Interviews	History
Are you legally authorized to work in the United States? Yes			
Will you now or in the future require sponsorship for employment visa status (e.g. H-1B visa status)? No			

Are there roles that cannot be sponsored?

Yes. Except for [J-1 student intern](#), most university-sponsored immigration options require a bachelor's degree or the equivalent or, in the case of O-1, extraordinary ability in their field. If the role does not require a bachelor's degree or advanced degree, it is not eligible for sponsorship.

A department may also decide that they are not able to sponsor a role. Before recruitment begins, the hiring department should discuss whether it can sponsor a role, as this will affect how the role is advertised.

How can a hiring department show if a role is not eligible for sponsorship?

If the role is not eligible for sponsorship OR the department has decided that they are not able to sponsor a role, the following statement should be placed in the job posting in the 'Conditions of Employment' section.

- Applicants must be legally authorized to work in the United States without requiring sponsorship. We are unable to provide work visa sponsorship or employment authorization for this position now or in the future.

When the department uses this statement, we will also include a pre-screening question in the application that each applicant must answer to finalize their application. Below is the pre-screening question:

- Will you now or in the future require employer sponsorship for work authorization in the United States (e.g., H-1B visa status)?

If this statement is used, the hiring department must screen to determine whether an applicant requires sponsorship. To view the responses to the prescreening question, follow the steps below:

1. Go into CU Careers and select the requisition, then click the 'All Candidates' button on the right side of the screen.
2. Click on the applicant name that you want to review. This will pull up the 'Job Submission' tab and show the applicant's contact information. This includes their responses to the sponsorship questions.
3. Scroll down to the 'Prescreening' section and click the dropdown to see the prescreening questions and the responses from the applicant.

When conducting interviews for the role, it is best practice to ask each applicant the following question in the initial interviews:

- Are you legally authorized to work in the United States?
- Will you now or in the future require employer sponsorship for work authorization in the United States (e.g., H-1B visa status)?

While these questions are asked during the application process, it's important to reconfirm during the interview that the applicant's responses are consistent with what was submitted.

What should the hiring department do if the applicant initially stated they didn't need sponsorship, but during the interview, they disclosed they will need sponsorship?

We recommend sharing the following:

“Thank you for sharing this information with me. To be transparent about the role's requirements, we advertised that this role is not eligible for sponsorship now or in the future. Unfortunately, if you require sponsorship, we will not be able to consider you for this role. We appreciate your time and interest in this role.”

The applicant will then need to be dispositioned in CU Careers, and the disposition reason will be 'Not Selected' and 'Not eligible to work in this country'.

What happens if we advertise the position as ineligible for sponsorship, but the department later decides, after the role is posted, that they want to consider an individual who requires sponsorship?

If this happens, the department will need to cancel the recruitment and repost the role. Having wording in the job posting stating the role is not eligible for sponsorship may have prevented people who would require sponsorship from applying. Opening up sponsorship broadens the scope of who is qualified for the role.

What should a hiring department do if a role is able to offer sponsorship, and the sponsorship language was not in the Conditions of Employment?

If you have a candidate who identifies themselves as being international at any stage of the hiring process, please advise them to contact [International Student & Scholar Services \(ISSS\)](#) to discuss their visa status. ISSS can then work with the hiring department on what will be needed for the sponsorship.

Contacts

If you have questions on the hiring process, please contact:

University staff or classified positions – contact your [Talent Acquisition Consultant](#)

Faculty, temporary, PRAs, or retiree positions – contact your [HR Operations Consultant](#)

Questions about sponsorship – contact [International Student & Scholar Services \(ISSS\)](#)