

## INTERNATIONAL FACULTY & SCHOLARS

Global Center, Room 142  
615 N Park Avenue  
PO Box 210087  
Tucson, AZ 85721  
Ofc: 520-626-6289

## Scope of Services

Thank you for your interest in visiting and/or working at The University of Arizona. We are delighted to welcome you to our campus and to Tucson. We are also glad to assist you and your sponsoring department with obtaining the appropriate lawful immigration status.

The following outlines the scope of services provided by International Faculty & Scholars (IFS).

### **Immigration Assistance**

International Faculty & Scholars (IFS) is the primary administrative unit on campus that provides immigration-related services to visiting international professors and research scholars. IFS works closely with University of Arizona departments to support the administrative processes involved in bringing international scholars and researchers to campus.

Specifically, IFS facilitates the initial preparation and processing of the following immigration matters for eligible individuals:

- J-1 nonimmigrant status
- H-1B nonimmigrant status
- TN nonimmigrant status
- O-1 nonimmigrant status
- Employment-based Permanent Residency petitions

### **Important Notice Regarding Legal Representation**

Advisors in IFS are employees and agents of the University of Arizona. Please note that working with IFS does not create an attorney-client relationship, and there is no attorney-client privilege.

Information shared with IFS staff may be communicated, as appropriate, to your sponsoring department or other University offices, including but not limited to Human Resources and the Office of the General Counsel.

### **Scope of IFS Services**

IFS advisors are able to assist with immigration petitions only when the University of Arizona is listed as the petitioner.

IFS advisors are not authorized and are legally prohibited from advising on or submitting petitions in which the University of Arizona is not the petitioner.

If you require immigration advice or assistance outside the scope of IFS services, you are strongly encouraged to retain a qualified immigration attorney. Please contact the IFS office for a list of approved immigration attorneys authorized to represent the University of Arizona in immigration matters.



International Faculty  
& Scholars

## What IFS Can and Cannot Do

### ✓ What IFS Can Do

- Assist with immigration petitions when the University of Arizona is the petitioner.
- Prepare and process J-1, H-1B, TN, and O-1 nonimmigrant petitions for eligible individuals.
- Facilitate employment-based Permanent Residency petitions sponsored by the University of Arizona.
- Coordinate immigration processes with sponsoring departments.
- Provide guidance on maintaining lawful immigration status related to UA-sponsored employment or appointments.
- Issue and manage required immigration documents associated with UA-sponsored cases.
- Refer individuals to approved outside immigration attorneys, when required.

---

### ✗ What IFS Cannot Do

- Provide legal advice for petitions not sponsored by the University of Arizona.
- Assist with family-based or other non-employment-based immigration petitions where UA is not the petitioner.
- Represent individuals in an attorney-client capacity or provide attorney-client privilege.
- Advise on immigration matters unrelated to UA-sponsored employment or appointments.
- Submit or advise on petitions that must be handled by outside counsel under University policy.

### Questions?

AZ International – International Faculty & Scholars

email: [uafs@arizona.edu](mailto:uafs@arizona.edu)

website: <https://international.arizona.edu/ifs>



International Faculty  
& Scholars