



Visa Support Policy March 9, 2021

The intent of this document is to explain the Friedman School's policies for funding support of processing fees for visa applications, extensions, and renewals for Friedman School employees (faculty, staff, or postdoctoral scholars) who require visa sponsorship to work in the United States. This policy does not apply students, for whom separate guidance will be provided.

At times, the best candidate for a Friedman School-based faculty, staff, or postdoctoral scholar role is one who requires visa sponsorship to work in the United States. The [Tufts International Center](#) and [International Center advisors](#) are Tufts' immigration and visa experts who support Tufts' international students, scholars, and employees through immigration and visa processes, and provide a variety of other support services for these populations. Visa applicants/visa holders are responsible for coordinating their cases directly with the [International Center advisor assigned to the Friedman School](#), and only International Center advisors may provide immigration- and visa-related advice.

Friedman School administrators can facilitate paperwork and payments. School policies for supporting or supplementing the fees are as follows:

Faculty: Under general circumstances, faculty visas are not sponsored by the Friedman School and related fees are not paid by the Friedman School. Faculty requiring visas can discuss with their Senior Research Administrator (SRA) whether their own available grant support can cover such fees (see below for details related to charging visas to sponsored funds). Faculty members are responsible for clarifying with the International Center any restrictions or obligations for payments related to their specific situation. In some circumstances, the Friedman School Office of Faculty Affairs may choose to sponsor visas and pay visa fees for a faculty member as part of a new faculty member's recruitment package.

Staff, Postdoctoral Fellows: The Friedman School does not sponsor visas for staff or postdoctoral positions, and School operating funds are not used for visa fee payment as a standard. Faculty members with externally sponsored funding based at the Friedman School have discretion to budget for visa support within their project and to sponsor staff and/or postdocs requiring new or renewed visas, provided that the funding sponsor allows such costs. PIs and research program staff must coordinate with their assigned Senior Research Administrator (SRA) closely to understand their specific funding and restrictions. Faculty members may also choose to use their own discretionary funding to support or supplement the fees.

Visa Extensions or Renewals - when the visa applicant/holder is not allowed to pay the fees: In certain cases, U.S. visa policy prohibits the visa applicant/holder from paying their own visa fees. In these cases, when a visa extension or renewal is required for an existing Friedman School faculty, staff, or postdoctoral fellow, the costs of visa-related fees are borne by the funding that supports the visa applicant/holder. The first source will be sponsored funding and/or discretionary funds available to the faculty member (for a faculty visa or for a visa for a staff member or postdoctoral fellow reporting to a faculty member), depending on the type of fee(s) and any associated restrictions as verified with the Tufts International Center. Friedman School

operating funds will be used only when the visa applicant/holder is not allowed to pay the visa extension or renewal fees and no other funding sources are available. It is the responsibility of the visa holder to work with the Tufts International Center to evaluate such situations and provide written confirmation to the Friedman School administration from the Tufts International Center on visa fees and limitations on visa holder payment.

Charging Visa Costs to Sponsored Awards: For faculty, staff, and postdoctoral fellow positions, visa costs can and should be identified in research project budgets as a direct cost and justified in the budget justification as to why it is necessary for the performance of and allocable to the project. These costs are necessary for individuals who are expected to work on the project and must be allocated in the same proportion as the salary requested. If an unbudgeted visa cost is required after an award is funded, the Principal Investigator (PI) will work with their assigned SRA to ensure the allocability and allowability of the visa cost for the specific award prior to incurring the expense.

- Federal funds – Short-term and travel visa costs for a specific period and purpose are generally allowable direct costs. Longer term, non-immigrant visas are allowable only when considered as part of initial recruitment costs as defined and described in the Office of Management and Budget's Uniform Guidance, 2 CFR § 200.463(d) ([See here](#)). Renewal fees associated with longer term visas are not an allowable direct cost.
- Non-federal funds – Treated the same as federal funds unless the specific award terms and conditions allow the visa cost or specific approval is obtained from sponsor to charge the visa cost other than for recruitment purposes.