



## MEMORANDUM

May 1, 2018

TO: Andrew Hsu, Provost and Executive Vice President for Academic Affairs  
Wendy Davis, Associate Vice President and Chief Human Resources Officer

FROM: Peter John Papadimos, Vice President and General Counsel *PJP*

RE: Costs and Legal Fees Related to Immigration Services

Effective May 15, 2018, The University of Toledo will no longer pay for the costs or legal fees (both referred to hereinafter as "costs"), associated with the filing of an employee's I-485 Application to Register Permanent Residence or Adjust Status. Filing of the I-485 is the third step of the process to obtain an employment-based permanent residence status.

Additionally, The University of Toledo will no longer cover any costs associated with the filing of any petition or application for permanent residence for an employee's spouse or dependent(s).

Current arrangements agreed to by Departments and Colleges to pay for the cost of an I-485 and/or the costs associated with a spouse or dependent(s), will be honored. However, going forward, effective May 15, 2018, The University of Toledo will no longer cover the cost of filing an employee's I-485, nor will the University cover the costs associated with any petition or application for a spouse or dependent(s). These costs will be the responsibility of the employee. Each employee will have to make payment arrangements with the assigned counsel.

Please forward this memorandum to the Deans, Department Chairs, and other appropriate University administrators.