

Employee Permanent Residency Process

Purpose: Intermediate School District 917 is committed to the long-term success of our international teachers. Our goal is to provide the necessary support to help teachers achieve tenure (continuing contract status) and obtain permanent residency in the U.S.

Ongoing Review: This is a working document and will be subject to revisions as needed

Considerations: Timeline for processing a green card is roughly 18 months (as of June 2026)
Spouses of international teachers are unable to work while the teacher is under an H1B visa
Family are automatically included in the green card process (PERM)

H1B Pathway to Permanent Residency (green card)

1. Initial hiring and visa status

- Hired by ISD 917 under an H-1B visa
- Begin mentoring, professional development and probationary evaluation process

2. Teaching performance and licensure

- Demonstrate appropriate growth and progress in teaching, as evidenced by probationary evaluations and related observations
- Must be recommended for tenure at the end of year 2 for accelerated timeline, or end of year 3 for standard timeline
- Obtain a Tier 3 or Tier 4 teaching license appropriate for the special ed program without restrictions/need for an OFP, or be enrolled in approved teacher prep program
 - *Note:* securing the appropriate Tier 3 or Tier 4 license eliminates the need for an OFP
- If still teaching under an OFP by year 3, a fourth-year extension of probation may be proposed

3. Initiation of green card process

Timeline	Asst Director/Building Principal	Teacher	HR
Accelerated timeline	End of Year 2 recommend year 3 probation and on track for continuing contract status	must meet all evaluation components in year 1 and year 2 and demonstrate meaningful progress towards proficiency must have correct licensure by the end of year 2, or enrolled in a teacher prep program	initiate green card process with immigration attorney initiate H1B visa extension at the same time
Standard timeline	End of Year 3 recommend continuing contract status in the third year of probation	must be proficient in all evaluation domains must have correct licensure by the end of year 3	initiate green card process with immigration attorney Initiate H1B visa extension or 6 months prior to expiration, whichever comes sooner

4. H-1B visa extension

- If recommended for tenure and holding the appropriate licensure or enrolled in teacher prep program, begin process to extend the H-1B visa
- Apply for the H-1B visa extension at least 6 months prior to expiration

5. The HR Director will collaborate with the district's immigration attorney to file:

- USCIS Form I-129
- H-1B Supplement Form

7. Attainment of Permanent Residency

- Upon receiving permanent residency (green card), the teacher commits to a minimum of five additional years of employment with the school district
- HR and immigration attorney will draft an agreement for the teacher to sign

8. Financials

Employer sponsorship	Steps and cost (H1B)	Notes
	Step 1: PERM PERM Labor Certification \$2,750 to initiate PERM \$2,750 to initiate recruitment for PERM \$2,750 due upon filing PERM PERM total \$8,250	Employer covers 100% cost
	Step 2: Immigrant Visa Petition (IVP) Billing for IVP: \$2500 fee upon filing \$750 USCIS filing fee	Costs are not governed by Federal regulation on who pays District pays for of the employee-only cost
	Step 3: Adjustment of Status Application (AOS) AOS can be filed once there is an available immigrant visa number, allowing the employee to move from non-immigrant status to a U.S. Permanent Resident Billing for AOS: \$3,000	Dependent family members are eligible to file an adjustment application (separate fees) Employee pays for family members AOS will require a medical exam with a USCIS designated civil surgeon Costs related to this step are not governed by federal regulation as to who pays

Permanent Residency Process and Costs

Step 1: PERM - \$8,250

Step 2: Immigration Visa Petition and USCIS fee - \$2,850

Step 3: Adjustment of Status Application - \$3,000 filing fee

Total \$16,805

Tie to a retention agreement:

- Pay for all federal required fees (minus dependent or family application fees)
Teacher pays back a certain amount depending on how long they stay employed

