



# Corporate Immigration Policy Checklist

## Sponsorship Decisions

- Formalized or ad hoc policy
- Centralized or decentralized process
- Employee-driven or employer-driven
- Selection of outside counsel

## Implementation

- Workflow management
- Deadlines and expiration date tracking
- Communication protocols
- Employee travel management
- Job position or location changes

## Common Considerations

- Communication to managers
- Pre-hire immigration review
- Post-hire immigration options

## Compliance

- I-9 compliance
- Work status and documents
- Expiration date tracking
- File maintenance