



March 21, 2025

## **Update for International Employees and Travel Advisory**

Dear Colleagues:

We write today with several important updates.

First, due to a university organizational change, the administration of employee visas and green card processing has transitioned from the Office of the General Counsel to Human Resources. As part of this transition, Human Resources has assumed responsibility for employee visa applications, work authorization requests, and permanent residency petitions. We are very pleased to share that Christene Cooper, who has been engaged in this work within the General Counsel's Office, will be transitioning to Human Resources as the primary point of contact for international faculty and staff. Christene will be working closely with Alison Cutler, Manager of Labor Relations, to handle employee visa and permanent residency requests but also to provide guidance and assistance for our international employees.

We would also like to take this opportunity to encourage you, out of an abundance of caution, to consider postponing or delaying non-essential international travel until more information is available from the appropriate U.S. government agencies. This is not a requirement, mandate, or U.S. policy change. This suggestion is being offered as a precaution based on the rapidly changing immigration environment. Neither visa stamp issuance nor reentry to the U.S. is ever guaranteed.

We acknowledge the significant impact that recent changes in immigration policies, including the possibility of a travel ban, may have. We are committed to supporting you and are actively working on resources to help you navigate these uncertain times. We will be sharing an update shortly with more details. In the meantime, we also want to remind you that the Employee Assistance Program (EAP) is available to provide confidential support and resources during this time. The Lexington Group, Inc. EAP counselors are available 24/7 for employees and their family members and can be reached at 1-800-676-4357. You may also contact Christene Cooper ([christene.cooper@uconn.edu](mailto:christene.cooper@uconn.edu)) and Alison Cutler ([alison.cutler@uconn.edu](mailto:alison.cutler@uconn.edu)) should you have any specific questions, and we will continue to provide updates as they become available.

Sincerely,

**Lakeesha Brown**

*Vice President for Human Resources and Chief Human Resources Officer*

**Renee Boggis**

*Associate Vice President for Human Resources*