

**Lehigh University Required¹ Protocol for Faculty and Staff
for Calls or Visits by Immigration and Customs Enforcement (ICE),
Federal Bureau of Investigation (FBI) or Another Government Agency**

The United States government, through certain federal agencies, may attempt to contact University employees for immigration-related information about a particular international student, staff or faculty member. The inquiry could come in the form of a telephone call (see A below), letter (see B below), or visit to campus, either scheduled or unscheduled (see C - E below). There are a number of reasons why federal agencies may contact or visit campus ranging from routine Fraud Detection National Security (FDNS) site visits to verify employment-based visas or confirm SEVIS data for students on F-1 visas, to ICE visits in connection with a student, faculty or staff member allegedly involved in a criminal or national security matter. No matter the reason for the inquiry or visit, the University has developed the protocol below to assist University employees in responding to such a request.

****If you have any questions or concerns about this protocol or are generally unsure about what to do after reading below, please contact the Office of International Students and Scholars at 610-758-4859 or the Office of General Counsel at 610-758-3572.**

A. If you receive a telephone call from ICE, the FBI or another government agency requesting information about you or another individual:

1. Make a written summary of the telephone conversation (time, date and nature of call)
2. Inform the government agent that the University has protocols in place to make sure that ICE/FBI inquiries are addressed, and assure him/her that the request will be addressed in a timely manner.
3. Ask the agent to e-mail or fax a written inquiry on ICE or FBI letterhead and ask that it be e-mailed or faxed to the Office of International Students and Scholars (OISS) at intnl@lehigh.edu or fax: 610-758-5156. If the agent refuses to do so, ask for the agent's name and telephone number and let them know that you will contact OISS and have someone call them.
4. Once your telephone call with the agent ends, call OISS at 610-758-4859 to inform them about the telephone conversation and to provide them with any additional information/context.
5. In order to respect the privacy of any individuals involved, please do not share the details of the conversation with others unless it is an authorized University official who has a legitimate interest. The University (OISS, in consultation with the OGC and, if it is a criminal matter, the University Police) will examine the letter to ensure that it meets legal requirements and will respond accordingly.

¹ This protocol reflects consideration of the legal requirements regarding compliance with government subpoenas, warrants, and other official government agency information requests, as well as consideration of individual rights to privacy. All University employees are required to abide by this protocol.

B. If you receive a written request (email, letter, document request, etc.) from ICE, the FBI or another government agency requesting information about you or another individual:

1. Call OISS at 610-758-4859 to inform them about the written request and to provide them with any additional information/context.
2. Send the written request by email (intnl@lehigh.edu) or fax (610-758-5156) to OISS, with a copy to the Office of General Counsel at inogc@lehigh.edu or 610-758-3802.
3. In order to respect the privacy of any individuals involved, please do not share the details of the conversation with others unless it is an authorized University official who has a legitimate interest. The University (OISS, in consultation with the OGC and, if it's a criminal matter, the University Police) will examine the request to ensure that it meets legal requirements and will respond accordingly.

The following protocols address in-person campus visits (scheduled or unscheduled). Lehigh University requests that all government visitors be directed to Lehigh University Police Department (321 E. Packer Ave) to establish the purpose of the visit. LUPD will inform both OISS and OGC of the presence of government officials on campus, and members of those offices will assist the government officials in carrying out the objective of the visit. LUPD, OISS, and OGC will work together to ensure that the government officials are acting within the scope of their duties without hindering or interfering with legitimate government business or investigations.

C. If you receive an in-person visit from ICE, the FBI or another government agency requesting information about you or another individual:

1. Inform the agent that the University has protocols in place to make sure that ICE/FBI inquiries are addressed, and assure him/her that the request will be addressed in a timely manner.
2. Typically, the agent will show you photo identification. If not, you should ask to see photo identification.
3. Direct the agent to Lehigh University Police Department. If possible, you or someone from your office/department/college should escort the agent to LUPD.
4. In order to respect the privacy of any individuals involved, please do not share the details of the conversation with others unless it is an authorized University official who has a legitimate interest. The University (OGC and, if it's a criminal matter, the University Police) will examine the letter to ensure that it meets legal requirements and will respond accordingly.

D. If you see an unescorted agent from ICE, the FBI or another government agency on Lehigh's campus:

1. Document a detailed description of the individual (including any external indications that they are a government agent – clothing, badge, etc.) and the individual's exact location.
2. Contact LUPD at 610-758-4200 and provide them with the individual's description and location.

E. If you are living in an off-campus residence and you receive a visit (scheduled or unscheduled) from ICE, the FBI or another government agency requesting information about you or another individual:

1. Inform the agent that you would like to contact Lehigh University Police Department for their assistance in ensuring that their inquiry is addressed in a timely manner.
2. Typically, the agent will show you photo identification. If not, you should ask to see photo identification.
3. Contact LUPD at 610-758-4200. Provide them with detailed information about the individual and the reason for their visit.