

Eligibility

The University of Pennsylvania most commonly uses the H-1B temporary professional worker category for tenure-track faculty members, and research associates, as well as certain staff positions such as programmer/analysts and research specialists. Current immigration law makes the H-1B category available to any person in a “specialty occupation,” that is, a position “which requires theoretical and practical application of a body of highly specialized knowledge and attainment of a baccalaureate or higher degree or its equivalent [in the specialty occupation] as a minimum requirement.” The H-1B employee must have met the minimum qualifications for the position at the time of filing the H-1B petition.

Length of Stay

An H-1B petition may be approved for **an initial maximum period of three years**. Extensions of up to an additional three years may be obtained. Under normal circumstances, **the maximum stay permitted in H-1B status is six years**. This time limit is for all employment in H-1B status, regardless of employer. *Note: H-1B periods requested should not exceed periods of funding availability.*

H-1B Processing

Preparation and filing of the H-1B nonimmigrant petition is a three-step process:

Step 1: ISSS must first obtain an “H-1B required wage” by comparing the prevailing wage determination from the Department of Labor (DOL) to the actual wage data provided by the hiring department. An H-1B employer is required to pay the higher of the two wages. If Penn’s wage offer is found to be inadequate, the amount must be increased or the H-1B process for the position must be abandoned.

Step 2: After receiving a satisfactory prevailing wage determination, ISSS files a Labor Condition Application (LCA) with DOL affirming that Penn will meet the prevailing wage and other legal requirements of the H-1B. *The hiring department will be asked by the ISSS advisor to post a notice of LCA filing for 10 consecutive business days at a conspicuous place. The posting will not delay the H-1B processing.*

Step 3: After receiving LCA certification, ISSS files the H-1B petition with US Citizenship and Immigration Services (USCIS), Department of Homeland Security (DHS). The hiring department will be notified when ISSS receives the approval notice from USCIS.

ISSS Processing Times

To allow for sufficient government processing time, hiring departments should submit H-1B request materials to ISSS for a prospective H-1B employee **6-7 months in advance but no later than 60 days prior** to the anticipated start of H-1B employment.

Usually within 6-8 weeks of receiving the complete request packet, including checks and all supporting documents, ISSS will submit the H-1B petition to USCIS. If a complete H-1B request packet is not submitted to ISSS in a timely fashion, ISSS cannot guarantee that the application will be processed and/or filed in a timely manner or at the requested time. Please note that ISSS processing times may vary depending on volume.

USCIS Processing Times

A department may request USCIS to process an H-1B petition under regular or premium processing. Under **regular processing**, USCIS usually takes 3-6 months to adjudicate the petition.

If a department chooses **premium processing**, USCIS will adjudicate the petition within 15 calendar days of receipt at USCIS. *This does not include the time needed by ISSS to review the H-1B request materials, to receive approval from the DOL, or the time it will take for delivery of the printed approval notice. Note that premium processing does not guarantee approval. USCIS could respond within 15 calendar days with a request for additional information, approval or denial.*

Penn Internal Processing and Government Filing Fees

Penn Internal Processing Fee \$1100

Penn Departments must pay the Penn Internal Processing Fee using the 26-digit budget code. UPHS units may either provide a 6-digit cost center code or a check payable to the “Trustees of the University of Pennsylvania.”

The Penn Internal Processing Fee will not be refunded once the internal processing begins at ISSS even if the department/scholar decides to withdraw the request at any stage of the process.

The federal filing fees required for H-1B are:

H-1B Petition Filing Fee	\$320
Premium Processing Fee (optional)	\$1000
Fraud Prevention and Detection Fee	\$500 <i>(initial H-1B at Penn only)*</i>
Form I-539 Fee (for H-4 dependents in the US, if needed)	\$300

The hiring department is responsible for paying all filing fees with the exception of the fee for Form I-539. The employee may pay the Premium Processing fee only if expedited processing is requested for personal reasons unrelated to employment. In such cases, the H-1B request packet sent to ISSS must come with a letter signed by the employee giving the reason for expedited processing. All such requests are subject to review and approval by ISSS.

All fees should be paid by separate checks made payable to "Department of Homeland Security." Questions regarding the process of requesting a university check should be directed to the Office of the Comptroller.

* The antifraud fee is not required to extend H-1B employment at Penn or change H-1B employment within Penn.

Dependent Status

The spouse and unmarried children under 21 years of age of H-1B employees may apply for or extend H-4 status. If the dependents are already in the US in another nonimmigrant status or H-4, the primary dependent (spouse or child) should complete Form I-539. **If dependents are outside the US and plan to apply for the H-4 visa at a US Embassy or Consulate abroad, a form I-539 and dependent fee should NOT be included with the H-1B petition.** Once the H-1B petition has been approved, the H-1B employee must mail a copy of the I-797 approval notice to the family so that they may use it to apply for their H-4 visa stamp at a US Embassy or Consulate overseas.

H-4 dependents are not authorized to work in the US under any circumstances.

An unmarried child may not continue to hold H-4 status upon reaching his or her 21st birthday.

Approval Documents and Applying for H-1B Status

Once the H-1B petition is approved, USCIS will send a Form I-797 to ISSS. ISSS will notify the department contact person (usually within 2-5 days of receipt) to arrange pick up of the H-1B approval package, containing the following:

- Form I-797 (Notice of Approval)
- Copy of the H-1B petition sent to USCIS

After copying the I-797 notice for their records, the department should send these documents to the H-1B employee to be kept in his/her possession. If the employee and any dependents are outside the US, they should present these items at a US Embassy or Consulate overseas to apply for their H visas.

For dependents in the US, H-4 approval documents will usually be sent directly by USCIS to the home address listed on the I-539.

Employment Restrictions

The H-1B is specific to the employer and job/position for an individual H-1B employee, referred to as the *beneficiary*. H-1B employment authorized for Penn does not allow employment with another department at Penn, at another location, or for a different employer. Consult ISSS prior to any changes in the individual's employment, such as change in title, academic degree required for position, number of hours worked, department, location, or position duties. In some cases, an amended petition will have to be filed with USCIS.

Please note that failure to consult ISSS may put Penn and the individual employee at risk for sanctions and penalties by DHS or DOL.

H-1B employees are not allowed to accept honoraria from outside sources.

Travel in H-1B Status

H-1B employees should always consult with ISSS before traveling outside the US. Furthermore, employees requesting a change of status to H-1B within the US should not leave the US while the petition is pending; USCIS considers leaving the US while the petition is pending to be an abandonment of the petition.

Change of Employer

If an individual is already in the US in H-1B status but is sponsored by another employer and wishes to start employment at Penn, the Penn hiring department must submit a new H-1B request packet to ISSS.

In these cases, the prospective employee can begin work at Penn once the H-1B petition is properly filed with USCIS, as evidenced by the H1B receipt notice from USCIS. However, if Penn's H-1B petition is later denied, he or she would have to stop working immediately.

Part-time Employment

The department is required to keep records of "hours worked each day and each week" for part-time H-1B employees, even if a fixed salary is paid. These records must be kept on file in the department for at least one-year following H-1B employment per DOL regulations. If part-time wages are not enough to sustain living expenses for the individual and any dependents, documentation to demonstrate that the employee is able to cover living expenses should be submitted.

International Student and Scholar Services

Hiring departments must review and submit *both* department and employee forms and supporting documentation listed below as one **complete** package to ISSS. Please save a copy of materials and forms, including checks, submitted to ISSS for your records.

Copies should be single-sided and on 8 ½ x 11" paper (or A4 if unavailable). Please do not use staples.

Checklist

- Completed Penn Internal Processing Fee for H-1B Request form
- Completed Department Request Form for H-1B Employment
- Completed H-1B Labor Condition Application Questionnaire and Declaration
- Completed H-1B Position Description
- Check(s) payable to "Department of Homeland Security"
 - o **\$320**
 - o **\$500** (The antifraud fee is not required to extend H-1B employment at Penn or change H-1B employment within Penn.)
 - o **\$1000** (Optional, refer to the H-1B Instructions)

The department should obtain the following items from the employee to submit with the above:

- H-1B Employee Data Form (must be completed and signed by the beneficiary)
- Current curriculum vitae of individual
- Photocopy of individual's diploma (of degree required for position)—please reduce copy to fit on 8 ½ x 11" paper
- An official or attested translation if the diploma is not in English
- A credential evaluation if the degree is not from a US institution—recommended (Note: USCIS may request this)
- Any licenses, certificates, or other special documentation required for the position
- Additional documentation for Health Care Workers:
 - o If the position is for a physician with clinical responsibilities who is a Foreign Medical Graduate, provide copies of Steps 1, 2 and 3 of the individual's USMLE scores, ECFMG English language certification, and valid Pennsylvania medical license.
 - o If the position is for a registered nurse, provide a copy of the individual's valid Pennsylvania RN license and certificate from the International Commission on Healthcare Professions division of CGFNS (*Visascreen*), certifying that 212(a)(5)(C) INA/8 CFR 212.15(f) requirements have been met.
 - *There may be other special requirements for other health care worker positions, such as language pathologist or physical therapist. Please consult ISSS in such cases.
- Photocopy of passport page(s) showing photo, biographical data, issuance date, and expiration date
- Photocopies of supporting immigration documents if individual is in the US (single-sided copies, please):
 - o Valid I-94 card, front **and** back
 - o Supplemental documents if currently holding one of the following nonimmigrant statuses:
 - **F status:** Copies of current and all previous I-20 forms, pages 1 and 3 (single-sided copies) and Employment Authorization Document (EAD) if authorized for F-1 Optional Practical Training
 - **J status:** Copies of current and all previous DS-2019 (and IAP-66 forms (front and back), if applicable)—*If the individual has ever been subject to 212(e) "two-year home residency requirement," submit evidence of a waiver or of having fulfilled the requirement.* If J-2, include copies of current and all previous EADs if received employment authorization.
 - **H status:** Copies of current and all previous approval notices (form I-797). Letter or pay stub from current H-1B employer (if other than Penn) showing current employment. **If the H-1B employment has ended or will have ended by the time ISSS will file the H-1B petition for Penn, consult ISSS immediately.**

If the employee is in the US and has a spouse or unmarried children under 21 in the US for whom dependent H-4 status is required, the department should obtain the following and submit with the H-1B request packet:

- Form I-539, signed by the main H-4 dependent —available at <http://www.uscis.gov/forms>
- Copy of valid I-94 card (front **and** back)
- Copy of initial entry stamp in H-4 status from passport or I-94 card, if applicable
- Copy of passport page(s) showing photo, biographical data, issuance date, and expiration date
- Copies of currently and previously issued documents for current status (i.e., I-797 notices for H, DS-2019(s) for J, or I-20 for F)
- A separate check payable to "Department of Homeland Security" must be written for the I-539 application fee.
- List on a separate sheet, a detailed chronological history of each H-4 dependent's prior and current stay in the US. Provide the dates and specify each status (e.g., *Hiroshi Au, 11/20/2004 – 03/13/2006 in J-2 status & 03/14/2006 – present in H-4 status*).
- For spouse, copy of marriage certificate (recommended)
- For child(ren), copy of birth certificate (or other legal papers) confirming H-1B as parent (recommended)

Special Instructions for Completing Form I-539

- Part 1 of form I-539 "Information about you" is to be completed by the family member (spouse or child) who is currently in the United States and extending/changing to H-4 status. If there is more than one family member extending/changing to H-4 status, additional members should be listed in "Attachment -1."
- Part 3, Number 1—enter same date as H-1B request end date.
- Incomplete, inaccurate, or unsigned applications or checks may result in rejection of application by USCIS—contact ISSS if you have any questions.



Department Request Form for H-1B Employment

H-1B

International Student and Scholar Services

This form is to be completed by the Penn department. Please type or print neatly. Complete all questions as precisely as possible, since the information is used to obtain approval from the US Department of Labor and USCIS.

A. Request Information

Employment type (please check all that apply):

- Initial H-1B employment
- Extension with no changes in employment
- Change of employer/Transfer of employer sponsorship (from non-Penn to Penn)
- Concurrent H-1B (prospective Penn H-1B employee who will be on the payroll of another employer at the same time)
- Change in Penn position and/or Penn department

Processing type (please check one): USCIS Regular Processing USCIS Premium Processing

Name of (prospective) H-1B employee (as it appears on his/her passport):

_____ / _____ / _____
(Family/Last) (Given/First) (Middle)

Dates of requested H-1B Employment (Please note: Up to 3 years per request (e.g., March 1, 2009 – February 29, 2012)):

From: Month: _____ Day: _____ Year: _____ **To:** Month: _____ Day: _____ Year: _____

B. Department Information

Department contact person for this H-1B request: _____

Phone: _____ **Fax:** _____ **Email:** _____

Hiring department: _____

(For **UPHS entities only**) Enter the IRS Employer Identification Number (EIN) of payroll on which this employee will be placed:

_____ (and enter the official name of the UPHS entity: _____)

Address: _____ **Mail Code:** _____

List all work sites for this position:

- University of Pennsylvania *main campus only*, Philadelphia, PA
- Other (specify street number and name, city, state, and zip code):

Penn faculty/staff member to whom employee will report: _____

Phone: _____ **Email:** _____

C. Position Information

Official Penn Position Title: _____

Is this position full-time?

- Yes: Annual Penn Salary (do not include benefit amounts or non-guaranteed incentives or bonuses): \$ _____ /yr
- No, the position is part-time. *Complete information below:*

Hours per week: _____ /wk **Note: If there will be any period when the individual will not get paid, such as Penn holiday closure, enter a range of hours starting with zero (e.g., 0 – 25/week).**

Hourly Penn rate (required): \$ _____ /hr and Annual part-time Penn salary, if applicable: \$ _____ /yr

The department, not the part-time H-1B employee, is required to keep records of “hours worked each day and each week” for at least one year following H-1B employment, even if a fixed salary is paid.

Name of Department Head: _____

Signature: _____ **Date:** _____



H-1B Labor Condition Application Questionnaire and Declaration

H-1B

International Student and Scholar Services

Information about Similarly Employed Workers in the Department

List the official position titles, salaries and hours worked per week of all other workers in the department/school with the same (or similar) official Penn (or UPHS) position title and classification. Attach a separate sheet if necessary. **(Do not include information about the H-1B employee.)**

Position Title	Annual Salary	Hours worked per week	If this salary is higher than the H-1B employee, provide detailed rationale that addresses the criteria listed below. <i>If more space needed, use the space provided below.</i>

Please justify the H-1B employee's salary in comparison to all other currently employed in the department in the same position classification. The H-1B employee's salary must be equal to or higher than the salary of each similarly employed workers. **If it is not, a detailed rationale of why the prospective H-1B's salary is less is required below based on one or more of the following criteria: 1) experience (length, depth, or type), 2) qualifications, 3) educational background, 4) position responsibility or function, 5) specialized knowledge or research field, or 6) other legitimate business factors (e.g., professional distinctions, development of a patent, receipt of an international prize, or other meritorious performance rewarded as part of a defined pay system of the employer).** Please note that limited grant or department funding, a lower negotiated salary, guidelines set by NIH or Penn, or market conditions cannot be used to justify paying the H-1B employee a lower salary.

Agreement and Understanding of US Department of Labor (DOL) Regulations

- The H-1B worker will be paid the "H-1B required wage" under the Immigration Act of 1990. The "H-1B required wage" for an H-1B employee must be the higher of the two wages: either the "actual wage", the wage paid to similarly employed workers at Penn, or the "prevailing wage" paid to similarly employed workers in the metropolitan area as determined by DOL.
- Employment of the H-1B employee will not adversely affect the working conditions of workers similarly employed in the department; nor is there at present a strike, lockout, or work stoppage in the department affecting such workers.
- Penn is obligated by law to pay for this H-1B employee's return fare to his or her home country if for any reason Penn terminates his or her employment prior to the expiration of the H-1B employment authorization. The department will bear the cost of return fare in such a case.
- The department must consult ISSS immediately if a decision is made to terminate employment prior to the expiration of H-1B approval. ISSS will then notify USCIS and DOL that the employment has been terminated in order to release the department of salary/payment obligations. If an employee resigns, the department must also notify ISSS immediately.
- Consequences of failure to comply with H-1B Labor Condition Application requirements are severe, such as paying back wages for the duration of H-1B employment. The department must notify ISSS immediately if the employment will be terminated early for any reason.
- H-1B employment is specific to the employer for the individual employee for the particular position, location, and duties. The department must contact ISSS as soon as possible prior to any anticipated changes in the terms and conditions of employment.
- Upon review of the H-1B request packet, ISSS will forward a "Notice of Filing" to the department contact person for immediate posting within the department. If there is a regular work location in another place, additional posting may be required.
- To be in compliance with DOL regulations, all information should be accurate and up to date.

Name of Department Head: _____

Signature: _____ Date: _____

The hiring department must submit a position description. **Position information must be consistent with any official position description on file with the Penn HR office.** State the minimum (not preferred or desired) qualifications only, even if the applicant has additional qualifications.

Please type the following information using this form. **Each section must be completed.**

Official position title: _____

Hiring department: _____

Salary offered (as of the H-1B start date):

If full-time, list Annual Penn Salary: \$ _____ /yr

If part-time, list both hourly and annual wages:

Hourly Rate: \$ _____ /hr

Annual Wage: \$ _____ /yr

Position duties:

Minimum education/degree **required** (not preferred) for the position: _____

Major field of study **required** for the position (may include "or related field"): _____

Any additional requirements for the position (e.g., formal training or specialized licenses, certifications, or examinations):

Specific **minimum** (not preferred) number of years of prior work experience required for this position. If experience after obtaining a certain degree or certification is required, specify.

(If 0, please specify): _____

Number of employees that the individual will supervise (i.e., **be responsible for annual performance evaluation**)

(If 0, please specify): _____

Name of Department Head: _____

Signature: _____ **Date:** _____

Sample
H-1B Position Description

H-1B

The hiring department must submit a position description. **Position information must be consistent with any official position description on file with the Penn HR office.** State the **minimum** (not preferred or desired) qualifications only, even if the applicant has additional qualifications.

Please type the following information using this form. **Each section must be completed.**

Official position title: Assistant Professor

Hiring department: Department of Mathematics

Salary offered (as of the H-1B start date):

If full-time, list Annual Penn Salary: \$ 56,620 /yr

If part-time, list both hourly and annual wages:

Hourly Rate: \$ N/A /hr

Annual Wage: \$ N/A /yr

Position duties:

Conduct research in applied mathematics, specifically in the area of nonlinear hyperbolic conservation laws and their application. Teach courses in mathematics at both the undergraduate and graduate levels. Serve on department committees. Perform other duties as assigned.

Minimum education/degree required (not preferred) for the position: PhD or ABD

Major field of study required for the position (may include "or related field"): Mathematics, applied mathematics, or related field

Any additional requirements for the position (e.g., formal training or specialized licenses, certifications, or examinations):

N/A

Specific **minimum** (not preferred) number of years of prior work experience required for this position. If experience after obtaining a certain degree or certification is required, specify.

(If 0, please specify): 0

Number of employees that the individual will supervise (i.e., **be responsible for annual performance evaluation**)

(If 0, please specify): 0

Name of Department Head: _____

Signature: _____ Date: _____



H-1B Employee Data Form

H-1B

International Student and Scholar Services

This form is to be completed by the H-1B employee. The completed form should be returned to the hiring department for submission with the H-1B request packet. Please type or print neatly. Check appropriate boxes and complete all blanks or write "n/a" if not applicable. Please provide all dates in **Month Day, Year** format (example: **April 1, 2008**).

Name: _____ / _____ / _____
(Family/Last) (Given/First) (Middle)

* The name must be exactly as appears on the passport.

Date of Birth: Month: _____ Day: _____ Year: _____ Gender: Male Female Marital Status: Single Married

City of Birth: _____ Province of Birth: _____

Country of Birth: _____ Country of Citizenship: _____

Passport Issued By (Country): _____ Passport Number: _____

Passport Issuance Date: Month: _____ Day: _____ Year: _____ Expiration: Month: _____ Day: _____ Year: _____

Current Address in US, if applicable (street number and name, city, state and zip code):

Complete Foreign Address:

US Social Security Number (if known): _____ Email: _____

Work Phone: _____ Home Phone: _____

Highest Degree Earned (e.g., BS, MD, PhD): _____ in the field/major: _____

What is your current nonimmigrant status? _____ Expiration Date: Month: _____ Day: _____ Year: _____

If your initial entry to the US was in H-1B or H-4 status, please provide the initial date of entry (You must also provide documentation verifying date of entry, such as a copy of I-94 card or copy of stamped passport showing initial entry date.):

Month: _____ Day: _____ Year: _____

If you are currently in the US, list the date of last entry to US: Month: _____ Day: _____ Year: _____

I-94 Number (11 digits): _____

If family members (dependent spouse and/or unmarried minor children) are in the US, will they be included to change to or extend H-4 status?

NO YES If YES, how many? _____

If you are currently in H-1B status for an employer other than Penn, will you continue working for that employer while concurrently working at Penn? Check "NO" if you are leaving that employer for Penn.

NO YES N/A

Have you ever been denied H-1B classification?

NO YES (explain): _____

Have you worked within the past 6 years in H-1B status at a college, university or nonprofit or governmental research institution?

NO YES YES, but since doing so I have been outside the US for one year or more

Have you worked within the past 6 years in H-1B or L-1 status at a corporation or other for-profit organization?

NO YES YES, but since doing so I have been outside the US for one year or more

Have you ever been subject to the J two-year home country residency requirement?

NO YES If yes, you must submit waiver approval notice from USCIS, waiver recommendation from DOS, or documentation, such as copies of entry and exit stamps in passport and a signed statement from you that you have fulfilled the two-year requirement.

Has an H-1B petition ever been filed on your behalf?

NO YES If yes, attach copies of the applicable I-797 H-1B Receipt and/or Approval Notice(s)

Has an I-140 Immigrant Petition, I-485 Adjustment of Status, or any other US immigration benefit been filed on your behalf?

NO YES If yes, attach copies of the applicable I-797 Receipt and/or Approval Notice(s)

List the city and country of the US Embassy or Consulate where you (the H-1B beneficiary) would plan to apply for an H-1B visa (or port of entry if Canadian or Bermudian citizen) even if you are currently in the US with no expected travel plans:

City: _____ Country: _____

If you (the H-1B beneficiary) are currently in the US and will or plan to travel abroad while the H-1B petition is pending, you must provide the approximate dates of departure from and reentry to the US. If there are any changes to your travel plans, be sure to consult ISSS in advance. Attach an additional sheet if necessary:

1. Departure from US: Month: _____ Day: _____ Year: _____ Reentry to US: Month: _____ Day: _____ Year: _____

2. Departure from US: Month: _____ Day: _____ Year: _____ Reentry to US: Month: _____ Day: _____ Year: _____

Please list all your stays in the United States within the last seven years, except stays as a visitor for business or pleasure/tourism (e.g., B-1/B-2 or Visa Waiver Program). List each nonimmigrant status separately beginning with the most recent.

NONIMMIGRANT STATUS (e.g., J-1, J-2, H-1B, H-4, L-1, F-1, or F-2, etc.)	DATES OF STAY IN US		EMPLOYER NAME, IF ANY
	From	To	
	From	To	
	From	To	

Please attach a separate sheet explaining H-4 dependent's stays and upcoming travel plans, if any.

Prospective H-1B employees must have met all minimum requirements for the position, including experience, degree, and any required licenses or certifications, at the time of filing the H-1B petition.

For individuals extending, changing to, or continuing H-1B status within the US, the H-1B petition must be properly filed with USCIS prior to the end of your currently valid nonimmigrant status in the US. Failure to maintain your valid nonimmigrant status may result in denial of the extension, change, or continuation of your nonimmigrant status in the US.

- Individuals currently outside the US must wait to receive the I-797 approval notice from their department for their H-1B employment confirming that USCIS has approved Penn's H-1B petition for your employment, then obtain an H-1B visa stamp (citizens of Canada and Bermuda are not required to obtain H-1B visa stamps) from a US Embassy or Consulate. Upon entry to the US for H-1B employment at Penn, the individual may begin work once the start date has been reached.
- Individuals currently working in another nonimmigrant status may only work under the terms and conditions of their current status. Upon expiration of that authorization, an individual must be removed from payroll and may not continue to work. The individual may resume employment only upon approval of the change of status to H-1B within the US. The individual should not travel outside the US until the H-1B petition has been approved. If an individual must travel while the H-1B is pending, he or she must consult an advisor at ISSS for instructions.
- Individuals currently working for another employer in H-1B status cannot begin work with Penn until the I-797 receipt notice from USCIS has been received by Penn. The receipt notice serves to verify proper filing of the H-1B petition. Those changing H-1B employers must continue employment with their current H-1B sponsor until we file the H-1B petition with USCIS.

It may be possible to request an H-1B extension beyond the 6-year limit for any time spent outside the US. If applicable, please provide a list of dates and location of travel with documentation, such as copies of entry and exit stamps in passport (preferred), travel itineraries, or frequent flyer mile postings.

It may also be possible to request an H-1B extension for up to one year beyond the 6-year limit if a Labor Certification Application or I-140, immigrant petition, was filed on your behalf at least 365 days ago. An extension for up to three years may be possible if the I-140 has been approved. (Submit a copy of receipt or approval notice for any I-140 filed on your behalf and copies of any I-485 applications filed for you or any dependent family members.)

Always consult ISSS if you or any dependent family members need to travel while the H-1B petition submitted on your behalf or their H-4 extension or change of status applications are pending. Submit copies of the relevant items listed under the *H-1B Checklist* to your department.

I certify that the above is accurate and that I have read and understand the H-1B employment information.

H-1B Employee's Signature: _____ **Date:** _____