TOP 10 REASONS FOR UNIVERSITY DEPARTMENTS TO IMMEDIATELY CONTACT ISSS FACULTY & SCHOLAR SERVICES

Be sure to communicate with us if the following situations arise:

- The J-1 exchange visitor advises the department of visa issuance delays, a change in arrival date, or that s/he has learned about an opportunity to potentially be paid for a speaking engagement (or similar event)

- Questions on initiating an H-1B request (6-8 months in advance) or a J-1 request (3-4 months in advance) for a new employee

- A foreign national employee or J-1 exchange visitor may be leaving the University earlier than previously planned

- Questions about limits on outside employment of those employed here on campus in H-1B, J-1, O-1 or TN visa status

- A contemplated change in campus employment to/from part-time, getting a substantial pay raise/cut (or similar circumstances), especially if the employee may be taking on significant new responsibilities or could be working off-site (or perhaps in a new field)

- Information on an employee working on campus pursuant to F-1 status with OPT Employment Authorization Document (EAD) – we must plan on a change of status to keep the individual employed, likely by filing an H-1B petition several months before the EAD expires

- An individual plans to travel abroad, applying for a new visa stamp at a U.S. Consulate (and/or inspection at a port of entry)

- An individual has detailed immigration questions, may need help, or displays signs of having trouble adjusting to campus life

- An employee expresses interest in seeking U.S. Lawful Permanent Residency (“LPR”) through employment and her job title is one on the Provost Policy for Hiring Foreign Nationals that permits department support of the LPR process

- An individual indicates that s/he has received a “green card” and is now a U.S. Lawful Permanent Resident