



Guidelines for H-1B Employees

H-1B Employment

H-1B Employment: Your H-1B approval authorizes you to work at UCSB, within the terms of the job position that was filed by your UCSB Department and approved by the USCIS. Please note, H-1B status does not allow you to accept payment for consulting or honoraria for work/lectures at other institutions.

Extensions: If your appointment at UCSB will be extended, please work with your department to contact OISS about 6-8 months before your current end date so that we may begin the renewal process.

Amendments: Please notify your UCSB department and OISS immediately if you anticipate any significant changes to your job position (such as title, hours worked, job duties). UCSB will submit an H-1B Amendment petition to USCIS prior to such changes to your job position.

Concurrent Employment: You are eligible to work more than one job position and/or for more than one employer, but the secondary employer must file an H-1B concurrent petition request for the secondary position.

USCIS Site Visit: To ensure compliance with the H-1B program, USCIS may conduct a random, unannounced site visit to verify the employment location, payment of prevailing wages, and the work site. OISS will notify you and your UCSB Department of such site visits if our office is notified ahead of time by USCIS.

Maintaining Your H-1B Nonimmigrant Status

Your H-1B nonimmigrant status is based on continuous employment with the H-1B sponsor under the same terms and conditions of the job position. Your H-1B status remains valid as long as you continue to work within the terms described in your H-1B petition and within the period granted on your approval notice. A few notes:

Passport: Please make sure your passport is always valid for a minimum of 6 months beyond the H-1B end date.

I-94 Record: Please make sure to check your I-94 record at www.cbp.gov/i94 each time you reenter the US on the H-1B status. OISS recommends that you print a copy of the I-94 record each time you exit and reenter the US for your personal records.

Change of US Living Address: Per US Immigration regulations, all foreign nationals must report their changes to their living address within 10 days of moving by completing the AR-11, Change of Address form online at www.uscis.gov/ar-11



Traveling on the H-1B Nonimmigrant Status

When you travel outside of the US, please make sure that you have your H-1B supporting documents along with evidence of your qualifications, (copies of diploma, CV transcripts.) If you will be traveling after you have already been working in H-1B status, we recommend carrying a current Employment Verification letter from your department, along with copies of your past two months' pay records. A template for the letter is at the bottom of this page.

You will need a valid H-1B entry visa stamp in your passport in order to enter the US. When applying for a US entry visa, it is recommended that you plan for additional time to be able to receive the visa approval, including time for potential administrative processing.

The H-1B entry visa is only required to be valid at the time of US entry. The entry visa may expire during your stay in the US as long as your H-1B approval period is valid.

Please do not hesitate to contact OISS if you have any questions or concerns regarding your H-1B status.

Letter Template for H-1B entry/re-entry to the United States:

(On UCSB Department/ Research Institute Letterhead)

Date

To Whom It May Concern:

This is to verify that Dr./Mr./Ms. (*Name of Employee*) is entering the US to (*begin/continue*) employment in the position of (*Job title*) with the University of California, Santa Barbara's (*UCSB Department/Research Institute*).

Dr./Mr./Ms. (*Name of Employee*) job duties/responsibilities here at UCSB are:

(NOTE: It is often helpful to indicate that the work is for publication in international journals and/or that the work is all in the public domain – if this statement applies to the work for the position.)

At present his/her salary is \$(Annual salary or wage) along with standard benefits issued by UCSB.

Sincerely,

Signature

Name of Preparer

Title of Preparer

(This should be signed by your Supervisor or Payroll Personnel in your UCSB Department/Research Institute)