



Guidelines for H-1B Employees

Congratulations on your new status! Please find enclosed form I-797, Approval Notice for the H-1B petition we filed on your behalf. The lower portion of the original I-797 includes your new I-94, which serves as proof of your lawful status in the U.S. It may be presented to your department's HR representative for completion of Form I-9, if required.

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 your H-1B status does not allow you to accept payment for consulting or honoraria for work/lectures at other institutions.

Extension: If your appointment at UCSB will be extended, please work with your department to contact OISS about 6-8 months before your current H-1B end date so that we may begin the renewal process.

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

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 random, unannounced site visits 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. Please notify our office if the site visit happens at your workplace instead of OISS.

Maintaining Your H-1B Nonimmigrant Status

Your H-B 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:** Your passport must be valid for a minimum of 6 months beyond the H-1B end date (unless your country is exempt from the Six - month passport validity rule).
- ☐ **I-94 Record:** 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 or report your new address through a USCIS online account [here](#).
- ☐ **Inform OISS of any material changes** to your employment to our office so we can determine if we need to file an amended petition to report this change to USCIS.

☐ **Inform OISS** if your nonimmigrant status has changed (ex: you have obtained a Green Card).

International Travel

Should you need/plan to travel abroad, you will need a valid H-1B visa stamp in your passport to enter/re-enter the US (except for Canadian citizens who are visa exempt).

Applicants for a US nonimmigrant visa must schedule their visa interview appointments only at a US Embassy or Consulate in their country of nationality or residence or designated embassy or consulate, read more [here](#).

Be sure to visit the US Consular post's website where you will schedule your visa interview for up to date information on current visa application procedures and processing times, before your departure from the US. Since visa applications vary from one country to another, we recommend you plan for ample time to be able to receive the visa approval, including time for potential administrative processing.

Note that if your entry visa expires during your stay in the US, you may stay legally in the US and work as long as your H-1B approval period is valid.

Do not hesitate to contact our team before you travel abroad if you have any questions or doubts.