



The University of Pittsburgh
Office of International Services _____

H-1B Check-In and Compliance Form

PLEASE PRINT NEATLY AND BE SURE TO COMPLETE ALL FIELDS.

Biographical Information

Name: _____
Family Name *Given Name* *Middle Name*

Gender: Male Female Marital Status: Married Single Date of Birth ____ / ____ / ____
mm *dd* *yyyy*

U.S. Home Address:
 Street Address _____
 City, State/Province _____
 Postal Code _____
 Telephone _____ Fax _____ E-Mail _____

Emergency Contact Information

Contact Name: _____
Family Name *Given Name* *Middle Name*

Relationship to you (e.g., mother, father, brother, etc.): _____

City, State/Province _____
 Country and Postal Code _____
 Telephone _____ Fax _____ E-Mail _____

Maintaining your H-1B Status

PLEASE READ THE FOLLOWING CAREFULLY AND SIGN ON THE REVERSE

The H visa category is for the temporary employment or training of foreign nationals by a specific employer. This category is broken down into eight subcategories. This information sheet concerns the H-1B subcategory. The H-1B subcategory is used for individuals who will perform services in a “specialty occupation.”

It is critical that internationals in H-1B visa classification maintain their legal status in the United States. You must be aware of and comply fully with the following:

- Maintain a valid passport at all times, unless exempt from passport requirements.
- Work only for the employer(s) that have obtained an approved H-1B petition on your behalf.
- Notify the Office of International Services (OIS) immediately of any potential changes to the conditions of your employment BEFORE the change occurs. This includes, but is not limited to, a significant change in your compensation package, changes in your job title, academic department, or day-to-day employment activities, changes in city of employment, changes in number of hours works, and/or any leave of absence.

(over)

- The processing of an H-1B petition is a complex and lengthy process involving multiple government agencies. It is *your* responsibility to ensure that the processing for any extension(s) of your H-1B status is started in a timely manner. You are strongly urged to start the process 6 months in advance of your current H-1B expiration date.
- There is NO grace period for foreign nationals in H-1B status after the authorized period of stay ends. You must petition for an extension or change of status *prior to* the expiration of your current H-1B status. If you resign from your job or are terminated, and you have no other petition currently pending with USCIS, you are considered to be out of legal status.
- Consult OIS for the proper advisement and documentation at least two weeks prior to any international travel.
- Report a change of address to the OIS within 10 days of the change. You should also report the change to other departments throughout Pitt. Finally, you must also notify the USCIS by completing a Form AR-11 or AR-11SR. You can complete this form online by going to <http://www.uscis.gov> and clicking “Change Your Address with USCIS”
- If you are subject to the National Security Entry-Exit Registration System (NSEERS), you must comply with all requirements. Check your I-94 card for a stamp that says “NSEERS” or a number with the letters “FIN” (“FIN” is short for Fingerprint Identification). Comprehensive information regarding the NSEERS program is available at the Department of Homeland Security’s website - <http://www.ice.gov/pi/specialregistration/index.htm>

Information for Dependent Family Members

If you have a spouse or children in H-4 visa status, you should be aware of the following requirements for the maintenance of their status:

- Individuals in H-4 visa status are NOT authorized to work in the U.S.
- Your H-4 family members MUST file a Form I-539 to extend their H-4 status when you extend your H-1B status. H-4 status does not automatically extend when H-1B status is extended.
- Your children will “age out” of H-4 status when they turn 21 years of age. Consult your Immigration Specialist in OIS to learn about your child’s options in this situation.

Additional Information about H-1B visa status

H-1B status can be granted for an initial period of up to the three (3) years. Extensions can also be granted thereafter in three-year increments. The cumulative maximum duration in H-1B classification is six (6) years, with limited exceptions. We recommend that you schedule an appointment with Office of International Services to discuss longer-term options beyond H-1B status when you have at least two (2) of the maximum six years of H-1B status remaining.

“Dual intent” is recognized for individuals in H-1B status. A foreign national in H-1B status is not subject to the presumption of immigrant intent under U.S. immigration law. This means that you may intend to immigrate to the U.S. while in H-1B status, which is not true of most other non-immigrant visa statuses such as F-1 or J-1.

Please keep in mind that there is a difference between H-1B status and an H-1B visa. H-1B status is granted when an employer receives an Approval Notice (Form I-797) from the U.S. Citizenship & Immigration Services (USCIS) approving the H-1B petition. An H-1B visa is the stamp placed in a foreign national’s passport by the U.S. Department of State (DOS) and is granted for entry purposes only. Even if your visa is valid, if you do not comply with immigration laws regulating your stay in the U.S., you may be considered unlawfully present in the United States and may be subject to deportation.

IMPORTANT NOTE: This information is not exhaustive and is subject to change without notice. International employees should contact the Office of International Services (OIS) at 412.624.7120 to arrange an appointment to discuss any questions or concerns related to your legal status in the United States.

The OIS web site, <http://www.ois.pitt.edu>, is an important resource for information regarding your stay in the United States. To remain up-to-date on changes in U.S. immigration law, changes in OIS policies and/or procedures, workshops and information sessions offered by OIS, please visit the site regularly.

I have read the information above about maintaining my legal status in the United States and understand that I must comply fully with these regulations in order to remain in legal status.

Print Name: _____ Signature: _____ Date: _____