

## H-1B NONIMMIGRANT WORKER ORIENTATION AND INFORMATION SHEET

You have been or will be classified as an H-1B and authorized by the U.S. Citizenship and Immigration Service (USCIS) to work at Louisiana State University Health Sciences Center (LSUHSC).

### Employment issues

As an H1B worker, you are authorized to work for HSC beginning with the start date on your I-797 Approval Notice. You may **not** begin work before that date under any circumstances. You are authorized to work through the day on the end date indicated on your I-797 approval notice. CBP officers should include an *official* ten day grace period, allowed for H1B workers to depart the U.S., when they admit H1B workers, and will indicate this on the I-94.

### **Be very cautious about this.**

For example, An H1B worker is approved for H1B status from 1/1/2017-12/31/2020 as indicated on the I-797 Approval Notice. The CBP officer at the port of entry marks the I-94 with an end date of 1/10/2021, ten days after the H1B expiration allowing the grace period. Even though the I-94 indicates the person is admitted in H1B status until 1/10/2021, the person is not authorized to work past 12/31/2020, the end date on their approval notice from USCIS. Working past this date, even inadvertently, is unauthorized employment.

In order to maintain your H1B status, you must maintain your employment, as indicated on your H1B petition. If an H1B worker resigns from their position or are terminated, they **may** be considered out of status the day following their last day of work for their sponsor. H1B workers benefit from a maximum of 60 consecutive days “grace period” of unemployment (during which they may remain in the United States). This period is intended to facilitate transition between employers and/or provide additional time for filing required USCIS paperwork or prepare to depart the U.S.

H1B workers are authorized to work **only** for the entity that sponsors their H1B. If HSC sponsors your H1B, you are **only** permitted to perform work for HSC. Occasionally, HSC employees may be invited to give a presentation or lecture at another institution or entity in exchange for payment. While it is permissible to do a lecture/presentation at another institution, and allow them to cover any **expenses** associated with the invitation, it is **not** permissible to accept payment of any kind from any entity other than HSC. Doing so is a violation of your H1B status and would almost certainly be considered unauthorized employment. Adjunct/Gratis/Courtesy appointments at other institutions may also be considered unauthorized employment for H1B workers sponsored by HSC.

For your benefit and to protect LSUHSC from liability for unauthorized employment, it is extremely important that you notify the Office of International Services Office **before** there is any change in your **salary, hours, work location, or duties**. If your department would like to make any kind of change listed above, notify ISO before any change occurs. Failure to do so may result in you performing work that is not permitted by your H1B visa, a violation of your status and a liability for HSC.

If you are a part time H1B worker, (less than 100% effort) you are required by the U.S. Department of Labor (not LSU HSC) to complete weekly time sheets detailing your work hours/schedule to document you are working as indicated in your H1B petition. This applies

even if you are a salaried employee who is not otherwise required to complete time sheets for payroll purposes. The time sheets should be kept by your department and reviewed by International Services.

Documentation issues

If you are required to have a passport to be admitted to the U. S., **you** must keep that passport valid during period of stay requested.

If you leave the United States and re-enter with a passport whose validity is less than the H1B approval period granted by USCIS, the CBP officer may limit your authorized period of stay to the date your passport expires, or for some countries up to six months before the passport expiration date. The date put on your I-94 card by CBP automatically changes your (and your H-4 dependents’) period of authorized stay. It is mandatory that we are advised and provided a copy of each new I-94 issued to you so we can ensure you do not work without proper authorization and work to resolve any issues as soon as possible.

A copy of the Approved LCA should be retained in your file together with a copy of the Approval Notice of the H-1B petition

You are required to notify USCIS **within 10 calendar days** of any change in your residential address. International Services cannot do this for you. You may notify USCIS using your myUSCIS account or by submitting a form AR-11 either by mail or [online](http://www.uscis.gov) (www.uscis.gov). If you use the online form, you can immediately obtain a paper copy for you records by printing it from the website. Please provide International Services a copy of the completed AR-11 so we may update your records. Do not forget to notify other HSC departments, such as HRM of your address change.

H-4 Dependents

Dependents in H-4 status do not have work authorization, and are not eligible to apply for it while in H-4 status. This means that they are not eligible to receive any funds of any kind from a U.S. entity, including stipends and scholarships that include a service/work component.

H-4 dependents are able to study at all levels while in this status and may attend full time classes in pursuit of a degree at the University level.

H-4 dependent status is based on the status of the H1B who is their sponsor. If the H1B violates the H1B restrictions and falls out of status, the H-4 dependents are also automatically considered out of status. If the H1B’s period of authorized stay is shortened based on passport expiration or due to filing of an amended H1B petition, the H-4’s authorized period is also automatically shortened to match the H1B’s authorized period.

I have read and understood the above as related to my H1B status and that of my dependents.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name of H1B worker

\_\_\_\_\_  
Date