

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER
INSTRUCTIONS FOR APPLYING FOR an H-1B VISA

If you are seeking admission into the United States in H1B status, and you have already received your **original** I-797 Approval Notice, unless you are entry visa exempt (Canadian citizens), you must apply for an entry visa at the United States Consulate or Embassy having jurisdiction over your place of residence. To find the consulate nearest you, please visit: <http://www.usembassy.gov/>. The consulate will also require you to present a Form DS-160. **This form must be filled out online before the visa interview for most consulates.** Details about the form and if your consulate require online completion can be found at: http://travel.state.gov/visa/forms/forms_4230.html. If you complete the DS-160 form online, you should print the receipt and bring it with you to your visa interview. Without the receipt for this form, your interview will likely not be able to take place as scheduled. You will also have to provide one 2 inch by 2 inch photograph. This photograph will go on your entry visa, if it is approved. Details regarding required documentation can be found at: http://travel.state.gov/visa/temp/types/types_1267.html#7. You can also find out the wait time for a visa interview at the various consulate locations by visiting: http://travel.state.gov/visa/temp/wait/wait_4638.html

You must present to the consular officer a valid passport and an I-797 Approval Notice. It is recommended upon making application for H-1B/H-4 entry visas, you are prepared to provide copies of marriage certificates and birth certificates with appropriate English translations. The consular officer may request additional documents to establish your honest intentions in applying for a non-immigrant visa, including but not limited to: the LCA filed with your H1B petition, the I-129 H1B petition, proof of adequate financial support for yourself and your family, your degree or transcripts showing you qualify for the H-1B position, a current CV or résumé and a signed letter of offer for employment with the petitioning employer.

If the consular officer approves the entry visa application, an entry visa page or visa stamp is issued into the passport noting the period of validity of the visa and the number of entries for which the visa is valid. The officer should then return the **original** I-797 Approval Notice.

Upon arrival at the United States port of entry, present your passport, entry visa and the I-797 Approval Notice to the immigration officer. The officer may request additional documents, so carry your entire H1B packet with you on the plane. Do not check it in your luggage. If, after a review of your documents, you are found to be admissible to the United States, the immigration officer will issue form I-94 (Arrival/Departure Record), which shows the date and place of admission, immigration classification (H-1B/H-4) and should be marked with an end date that matches the I-797 Approval Notice.

If you attempt to enter the United States with a passport whose validity is less than the H1B approval period granted by USCIS on your I-797 Approval Notice, 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.

If your spouse or children (unmarried children under the age of 21) are to accompany you to the United States, they may obtain their visas and admission to the United States on the basis of the separate I-797 Approval Notice issued to them (if a Change of Status was done in the U.S.) or the I-797 Approval Notice of the principal H1B (If consular processing was chosen). Your faculty sponsor at the LSU Health Sciences Center must assure that any salary or stipends paid to you are sufficient to support your family members, as they will be your responsibility.

Upon arrival at the LSU Health Sciences Center in New Orleans, it is **important** for you to contact the International Services Office to schedule an appointment for a brief orientation and thorough review of your documents, as well as those of all dependents entering the U.S. This introduction will allow us to answer your questions and immediately attempt to correct any errors which occurred during the entry process.