H-1B Scholar
Statement of Understanding
International Student and Scholar Services

Maintaining H-1B Status

Maintaining legal status in the United States is critical, and it is your responsibility. Please comply fully with the following guidelines. Otherwise, you could lose your immigration status.

**Contact information:** Keep your personal information up to date at all times. If your legal name, address, email, or phone number changes, report the change within 10 calendar days. Go to emory.edu/isss for instructions.

**Immigration documents:** Maintain valid immigration documents for yourself and your H-4 dependents at all times. This includes passports, I-797s, and I-94 records. Log in to ISSS Link to report any updates to immigration documents.

**Rules and regulations:** Follow all rules and regulations governing your H-1B status. This includes all federal, state, and local laws, as well as Emory University policies. You are also required to file tax documents by April 15 every year. Contact Mary Andrews in the Controller’s office at mary.e.andrews@emory.edu with any tax questions.

**Government inquiries:** The Fraud Detection and National Security (FDNS) unit in USCIS conducts site visits to verify proper H-1B activities as approved. If you receive any government inquiries, call Terry Eiesland at 404-727-6224 right away and wait for his instruction. If he is not available, contact any ISSS scholar advisor or ISSS’s director.

Employment Changes

Any changes in your employment—such as switching departments, getting a promotion, changing from full time to part time, or new work site or position duties—must be approved by ISSS, and oftentimes USCIS, in advance. Please take special note of the following:

**Appropriate H-1B activities:** Since H-1B status is employer-specific and non-transferable, each employer needs to file an H-1B petition on your behalf. Make an appointment with your ISSS advisor before you start concurrent employment to make sure you don’t violate your H-1B status.

**Extensions:** If your department is willing to sponsor you for an extension, you can stay in the US for up to 6 years total. Each individual extension request can be up to 3 years. At least 8 months before your I-797 expires, you should discuss extending your stay with your supervisor.

Travel

**Travel checklist:** Review the travel checklist on the ISSS website before traveling outside the US, and make plans as far in advance as possible.

**Domestic travel:** You do not need authorization from ISSS to travel within the US, but we recommend that you carry your passport, I-797 H-1B approval notice, and I-94 information with you, particularly when traveling through airports and outside Atlanta.

**Travel outside the US:** Contact your ISSS advisor at least 2 weeks beforehand for travel advising. Keep records of your travel (boarding passes, airline receipts, itineraries) because any trip of at least 24 hours spent outside US does not count toward the 6-year limit. When you return to the US, upload copies of any new immigration documents to ISSS.
Link. You should also carefully review your new I-94 to make sure the end date matches your I-797 H-1B approval notice end date.

**H-4 Dependents**

**Employment:** H-4 children are not eligible to work in the US, but certain H-4 spouses can apply for work authorization. See emory.edu/isss for details.

**Study:** H-4 dependents can study in the US as long as it is not the primary reason they are here.

**End of Employment**

**Exit survey:** Please complete an international scholar exit survey on ISSS’s website.

**Leaving Emory early:** If you are leaving Emory before your original end date for any reason, please let your ISSS advisor know so that we can work with your department to ensure appropriate e-form completion.

**Change of immigration status:** Contact ISSS if you are interested in applying for a different immigration status.

**Scholar Signature**

ISSS will notify scholars concerning changes in laws, rules, regulations, and procedures that may impact your non-immigrant status, your ability to apply for certain benefits, or other relevant announcements during your time in the US. You may also monitor important announcements on ISSS’s website (emory.edu/isss).

I have read the above information about maintaining my legal status in the United States and I understand that I must comply fully with these regulations in order to remain in legal status. I further understand that this information is not exhaustive and that I should direct any additional questions or concerns about my legal status to an ISSS advisor.

PRINT NAME__________________________________________ SIGNATURE_________________________________

TODAY’S DATE______________________________________________
   Month / Day / Year