



H-1B Management At-a-Glance

Hiring someone who requires H-1B status through the University:

- **employee is coming from abroad:** submit as **many months in advance** as possible; If short-term (less than 5 months), Premium Processing may be required at an additional cost of \$1,225;
- **employee is already at the University in H-1B status and requires an extension:** submit **at least 45 days** in advance;
- **employee is with another employer in H-1B status and will transfer to the University:** submit **at least 45 days** in advance; employee must not stop prior employment before approval from OIA;

Access the **H-1B/TN/E-3 Processing Request** found on this page:

<https://internationalaffairs.uchicago.edu/page/h-1b-tn-e-3-matters>

and complete both forms (see instructions preceding forms)

Once we obtain H-1B status for someone:

- the employee must obtain (and sign) documents from OIA within 3 days of starting employment

When a new H-1B employee reports for work on the appointed start date, you **must** permit him/her to commence employment.

While the H-1B is employed in your department:

- consult with OIA **before** making the following changes in the H-1B's employment:
 - reducing the employee's hours (requires amendment to petition);
 - reducing the employee's annual salary (requires amendment to petition);
 - grant a leave of absence, even if requested by employee;
 - discontinuing employment temporarily (e.g., because of lack of funding); and/or
 - terminating the employment.
- you **may** take the following actions **without consulting** with OIA:
 - increase employee's salary;
 - promote employee to similar job (change of job title is allowable).

When an H-1B employee leaves: inform OIA of the employment end date and whether the employee was terminated.

OIA Tips

Never provide immigration-related advisement yourself. Relevant law is complex and changes constantly, and an apparently small fact can change a situation completely. Errors can be very costly for the employee and the University. Please refer foreign employees to our office.

Seek advice. We will be glad to advise you on a situation beforehand to determine what status is needed/appropriate for someone, which immigration issues may be involved in the hire of a foreign national, which process is needed to obtain a given status, etc.

Send requests early. We can submit a petition six months in advance of the requested start date.

Contact OIA if you are new to making requests. Step-by-step assistance is available.

Attend a training course. We offer regular training for HR administrators working with H-1B, J-1 and other immigration statuses. To view our quarterly training courses, visit University Administration, International Affairs at <https://internationalaffairs.uchicago.edu>

Visit our Web site at <https://internationalaffairs.uchicago.edu>. See the link for HR administrators and faculty.