H-1B Instructions for Employee

Submit Required Documents to Department
Congratulations on your offer of employment from The Ohio State University. The Office of International Affairs at Ohio State will work in conjunction with your hiring department to secure H-1B temporary worker classification for you to be able to work at Ohio State.

To expedite the H-1B process, please complete the employee information in the Scholar Center and upload all relevant documents as soon as possible.

Along with entering your information, you will also need to upload all the required documents listed in the checklist of this H-1B packet. Please make sure to collect, scan and upload these key documents before submitting your information to your department. Once your department reviews your record, they will submit your information to the Office of International Affairs. You will be notified by email once the Office of International Affairs has received your documents along with information on which scholar immigration specialist will be handling your H-1B petition.

H-1B Requirements
Government regulations require the employer to file a petition to the U.S. Immigration and Citizenship Services (USCIS) to legally employ you, the foreign national. As the petitioner, Ohio State must ensure regulations are met. This involves coordination with government agencies including the U.S. Department of Labor (DOL) and USCIS.

Processing Times
Due to the complexity and various types of the H-1B petitions (New, Extension, Consular Notification and Portability), getting an approval for H-1B status may take several months. The Office of International Affairs has no control over processing times at the various government agencies and the processing times can change drastically without notice. Once you have been offered the position, the H-1B process can take an estimated six months to complete, depending on processing times at each government agency. There can never be a guarantee regarding processing times.

Requested Start Date of H-1B Petition
Petitions submitted to the Office of International Affairs with a requested start date less than six months into the future will likely need to be changed and/or may result in you needing to leave the United States and be terminated from employment if currently in H-1B status.

Maintaining Non-Immigrant Status
If you are waiting in the United States for a change of status to H-1B, be sure to keep your current immigration status valid until the H-1B petition is approved by USCIS. If you are waiting outside the United States, do not make any travel plans to come to the United States that cannot be changed. If you are already in H-1B status working for another employer, do NOT terminate employment at the other employer without the approval of the Office of International Affairs.

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Please gather the appropriate documents below and upload them into IntBuckeye with your Application:

- Copy of most recent diploma and transcripts (with English translation, if applicable – see Translation Certificate in packet)
- Educational Equivalency Evaluation for the degree required for H-1B position
- CV (updated with current position)
- Clear copy of passport pages showing picture, expiration date and biographical information
- Clear copies of both sides of paper I-94 card or the printed electronic I-94 card and a copy of the last entry stamp in the passport

If ever in F Status

- Copy of most recent Form I-20
- Copy of front side of EAD card (if applicable)

If ever in J Status

- Copy of all Form DS-2019s issued
- Copy of waiver approval or waiver recommendation letter (if applicable)

If pursuing permanent residency

- Copy of I-140 receipt notice or approval notice (if applicable)
- Copy of I-485 receipt notice (if applicable)

If in dependent status (H-4, J-2, F-2)

- Copy of both sides of spouse's paper I-94 card or the printed electronic I-94 card and a copy of the last entry stamp in the passport
- Copy of spouse's I-20s, DS-2019s or I-797s and any J-2 EAD cards
- Copy of marriage certificate
- Copy of spouse's passport

If you are a physician

- Copy of State of Ohio license
- Copies of medical degree
- Copy of ECFMG Certificate
- Copies of steps 1, 2 and 3 of the U.S. Medical Licensing Examination, or Parts I, II and III of the National Board of Medical Examiners

If you are a dentist

- Proof of licensure in the State of Ohio

Employee dependents (if in the United States and changing to or extending H-4 status)
- I-539 (download from **uscis.gov** under "Forms")
- $470 check made out to Department of Homeland Security
- Clear copies of both sides of paper I-94 card or the printed electronic I-94 card and a copy of the last entry stamp in the passport; copy of passport for each dependent family member
- Copy of marriage certificate of spouse/birth certificate of child

For each family member in H-4 status
- Copies of all previous H-4 approval notices (if applicable)

For each family member currently or previously in J status
- Copies of all J-2 and/or J-1 DS-2019s issued
- Copy of EAD card (if applicable)

For each family member currently in F status
- Copies of most recent F-1 or F-2 Form I-20

For each family member pursuing permanent residency
- Copy of I-140 receipt notice or approval notice
- Copy of I-485 receipt notice (if applicable)

Certification by Translator

I, _____, certify that I am fluent (conversant) in the English and
(Typed or printed name of translator)

_____ languages, and that the attached document is an accurate

translation of the document entitled _____

_____   _____
Signature of translator   Date

_____
Typed or printed name of translator

_____

_____
Address of translator