

# H-1B Visa Process



H-1B Visa Resource Guide  
for Faculty



JOHNS HOPKINS  
CAREY BUSINESS SCHOOL

# iHopkins H-1B Application System



Office of International Services

**Before you begin the H-1B Application for an Employee in iHopkins, you must have the following information/documentation ready:**



## First E-Form – Information about the Position

- Confirm the Hopkins entity that will employ the H-1B Applicant [e.g. JHU, JHH, JHHS, KKI, etc...]
- H-1B employee's official 'Position Title' [Do NOT use working titles]
- Salary offered
- Job description [Official HR description for staff; for academic positions, see the FAQ in JBOX]
- List of all possible work locations for the H-1B employee [must be complete street address]
- Signed Sponsorship letter [if you are unsure of H-1B start and end dates that should be used in the letter, contact the OIS first]
- FedEx account number

## Third E-Form – Actual Wage Statement

*You may need the assistance of a colleague if you do not have access to salary data for your Department before you can complete this form. Before you begin, you must have the following information/documentation available:*

- Number of employees in the Department or Division with the same "Position Title" as the H-1B employee
- Salary of the lowest paid employee in the same position
- Salary of the highest paid employee in the same position

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# H-1B Sponsorship Letter Beneficiary Statement

H-1B applicant must provide Carey HR with a beneficiary statement to be included in the sponsorship letter.

## STEPS:

1. Carey HR will send an email to H-1B applicant requesting the beneficiary statement.

### *THE BENEFICIARY*

<INSERT FULL NAME OF H-1B EMPLOYEE>

<Dr./Mr./Mrs. INSERT NAME> is particularly and uniquely suited for this position. <INSERT A BRIEF DESCRIPTION OF THE BENEFICIARY'S DEGREE(S), INSTITUTION WHERE THE DEGREE(S) WAS/WERE EARNED AND SUMMARY OF ANY OTHER APPLICABLE ACCOMPLISHMENTS/QUALIFICATIONS. THIS MUST BE A NARRATIVE. A LIST OF ITEMS, LIKE ONE WOULD FIND ON A CV/RESUME, IS NOT SUFFICIENT.>

2. H-1B applicant must return the beneficiary statement to Carey HR within one (1) week.
3. Carey HR will complete the Sponsorship Letter and e-file in ihopkins.

# H-1B Filing Fees

- The Carey Business School covers all cost for visa processing.
- The USCIS Premium Processing Fee is **NOT** optional. Carey Business School covers the Premium Processing Fees to expedite all H-1B Visas.

# H-1B iHopkins Application System

- The H-1B applicant is required to complete 3 e-Forms under “E-FORMS TO BE COMPLETED BY H-1B APPLICANT.”
- Click on the link for JHU – H-1B Applicant Information – New Employment.

**TEMP241176 | TOM CRUISE**

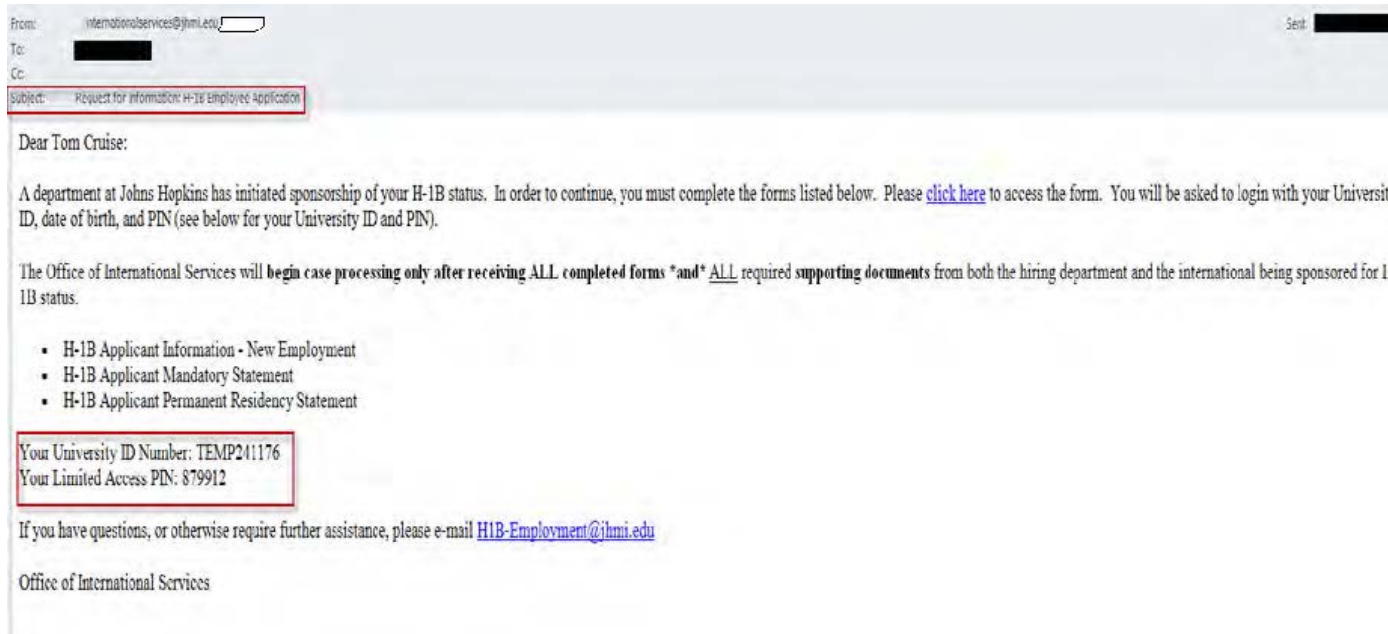
- [JHU - Information about the University Position](#)
- [JHU - H-1B Departmental Agreement Form](#)
- [JHU - H-1B Actual Wage Statement](#)
- [JHU - SOM - Notice of Visa Sponsorship for H-1B Applicant](#)
- [JHU - ECO Visa Request - Export Review Supplement](#)
- E-FORMS TO BE COMPLETED BY H-1B APPLICANT**
- [JHU - H-1B Applicant Information - New Employment](#)
- [JHU - H-1B Applicant Mandatory Statement](#)
- [JHU - H-1B Applicant Permanent Residency Statement](#)

<input type="checkbox"/> = Incomplete	<input checked="" type="radio"/> = Submit Another	<input checked="" type="radio"/> = Follow-Up Required
<input type="radio"/> = Optional	<input checked="" type="checkbox"/> = Not Yet Available	<input checked="" type="checkbox"/> = Routed to a 3 <sup>rd</sup> Party
<input checked="" type="checkbox"/> = Complete	<input checked="" type="checkbox"/> = Pending Review	<input checked="" type="checkbox"/> = Denied
<input checked="" type="checkbox"/> = Draft		

*\* Note: eForms can be completed by Carey Business School and the H-1B applicant simultaneously.*


# H-1B iHopkins Application System

- Carey HR will grant H-1B applicant access to iHopkins to complete applicant portion.
- The H-1B applicant will receive an email message containing his/her University ID (this will be the Hopkins ID for current employees/students or a temporary (TEMP) ID for individuals who are not yet at Hopkins) and an Access PIN, in order to complete the eForms (Email Subject will read: Request for Information: H-1B Employee Application).



# H-1B iHopkins Application System

- H-1B applicant clicks on the “click here” link provided in the email and the screen appears to enter the University Identification Number, Date of Birth and Limited Access PIN:



The screenshot shows the iHopkins application system interface. At the top left is a world map. The title "iHopkins" is prominently displayed in the center, with "International Services" to its right. Below the title, there is a "Secure Online Session" indicator. On the left side, there are two buttons: "iHopkins Home Page" and "Logout of iHopkins". The main heading is "Login to iHopkins - Limited Services". Below this, there is a link: "» LOG-IN WITH A NETWORK ID TO GAIN FULL ACCESS «". A paragraph explains that this access provides limited services and that users with institutional network IDs and passwords can access full services. Another paragraph states that users should use their University ID number, date of birth, and limited access PIN to log into services for incoming international students and scholars, or for students after graduation (OPT F-1 students). These services allow incoming students and scholars to update information and make electronic requests with the international office. A red box highlights the login form, which includes three fields: "University Identification Number \*" (a text input field), "Date of Birth \*" (three dropdown menus for Month, Day, and Year), and "Limited Access PIN \*" (a text input field). Below the form, there is a note: "Your Limited Access PIN is necessary to confirm your identity. If you have yet to receive it, or have forgotten it, you may request that the system e-mail it to you." At the bottom left, there is a note: "\* required fields". At the bottom right, there is a "Login" button. At the very bottom, there is a link: "E-mail me my Limited Access PIN".

International Services

## iHopkins

Secure Online Session

[iHopkins Home Page](#)

[Logout of iHopkins](#)

### Login to iHopkins - Limited Services

[» LOG-IN WITH A NETWORK ID TO GAIN FULL ACCESS «](#)

This access will provided limited services. If you have an institutional network ID and password then you can log into the full services.

Use your University ID number, date of birth, and limited access PIN in order to log into services for incoming international students and scholars, or some limited services for students after graduation (i.e. OPT F-1 students). These are services that allow incoming students and scholars to update information and make electronic requests with the international office.

University Identification Number \*

Date of Birth \*

Limited Access PIN \*

Your Limited Access PIN is necessary to confirm your identity. If you have yet to receive it, or have forgotten it, you may request that the system e-mail it to you.

\* required fields

[E-mail me my Limited Access PIN](#)

# H-1B iHopkins Application System

- H-1B applicant clicks on Departmental Services to access the eForms.



International Services

## iHopkins

**Secure Online Session**

**Tom Cruise**  
Campus: JHMI

- iHopkins Home Page
- Admission and Orientation
- Departmental Services**
- University Employment
- Logout of iHopkins

### iHopkins Services Home Page

Online Services for International Students, Scholars, and Staff: Update your institutional information, request signatures, work authorization, certificate of enrollments, sign-up for sessions, and more.

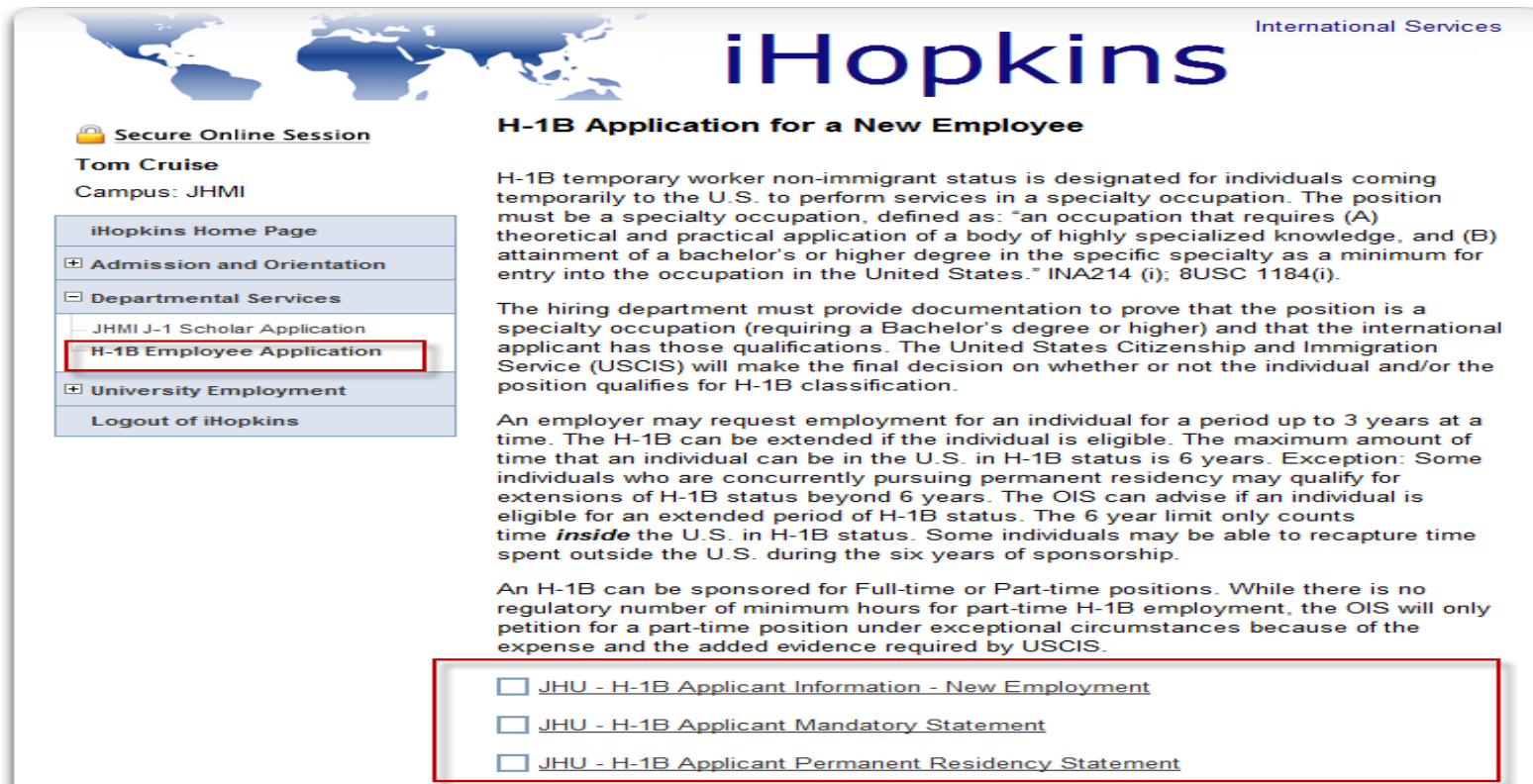
SEVIS Status Information	Options
No SEVIS Information on File.  If you are an F-1 or J-1 sponsored by a different organization then you'll need to contact your sponsor for details about your SEVIS status.	<input type="checkbox"/> View cases closed before today  <input type="checkbox"/> View correspondence and notes older than 60 days

The Johns Hopkins Medical Institutions: Office of International Services



# H-1B iHopkins Application System

- H-1B applicant clicks on the option for H-1B Employee Application and 3 required eForms appear on the screen:



The screenshot shows the iHopkins International Services application system interface. On the left, a navigation menu includes options like 'iHopkins Home Page', 'Admission and Orientation', 'Departmental Services', 'JHMI J-1 Scholar Application', 'H-1B Employee Application' (highlighted with a red box), 'University Employment', and 'Logout of iHopkins'. The main content area is titled 'H-1B Application for a New Employee' and contains detailed text about the H-1B visa process, including definitions, hiring requirements, and sponsorship details. At the bottom, a red-bordered box contains three checkboxes for required eForms: 'JHU - H-1B Applicant Information - New Employment', 'JHU - H-1B Applicant Mandatory Statement', and 'JHU - H-1B Applicant Permanent Residency Statement'.

**iHopkins** International Services

**H-1B Application for a New Employee**

H-1B temporary worker non-immigrant status is designated for individuals coming temporarily to the U.S. to perform services in a specialty occupation. The position must be a specialty occupation, defined as: "an occupation that requires (A) theoretical and practical application of a body of highly specialized knowledge, and (B) attainment of a bachelor's or higher degree in the specific specialty as a minimum for entry into the occupation in the United States." INA214 (i); 8USC 1184(i).

The hiring department must provide documentation to prove that the position is a specialty occupation (requiring a Bachelor's degree or higher) and that the international applicant has those qualifications. The United States Citizenship and Immigration Service (USCIS) will make the final decision on whether or not the individual and/or the position qualifies for H-1B classification.

An employer may request employment for an individual for a period up to 3 years at a time. The H-1B can be extended if the individual is eligible. The maximum amount of time that an individual can be in the U.S. in H-1B status is 6 years. Exception: Some individuals who are concurrently pursuing permanent residency may qualify for extensions of H-1B status beyond 6 years. The OIS can advise if an individual is eligible for an extended period of H-1B status. The 6 year limit only counts time *inside* the U.S. in H-1B status. Some individuals may be able to recapture time spent outside the U.S. during the six years of sponsorship.

An H-1B can be sponsored for Full-time or Part-time positions. While there is no regulatory number of minimum hours for part-time H-1B employment, the OIS will only petition for a part-time position under exceptional circumstances because of the expense and the added evidence required by USCIS.

- [JHU - H-1B Applicant Information - New Employment](#)
- [JHU - H-1B Applicant Mandatory Statement](#)
- [JHU - H-1B Applicant Permanent Residency Statement](#)



# H-1B Application Additional Documents

- The H-1B applicant should review and compile the H-1B applicant checklist.
- When all required documents have been collated, the supporting documents must be submitted to [H1B-Employment@jhmi.edu](mailto:H1B-Employment@jhmi.edu) .

# H-1B Application Additional Documents (continued)



Office of International Services

## Professional/Academic Documents

- Resume or C.V.
- Diplomas and transcripts (Translation required if document not in English. Please use the [Certification By Translator Form](#))
- Licensure or additional certification if required for the position
- Visa Screen through CGFNS (<http://www.cgfns.org/services/visascreen/>) if applicable.
- Credential Evaluation – if your highest degree is not from the U.S., an independent credential evaluation is highly recommended, although not required. The absence of a credential evaluation can delay the adjudication of the H-1B application. Credential evaluation services, such as *Silvergate Evaluations* and *World Education Services*, can easily be found on-line.

## Immigration Documents

- Copy of passport including identity page and expiration date
- Printout of most recent I-94 from <https://i94.cbp.dhs.gov/i94/> (if currently in the U.S.)
- Copies of all previously issued U.S. Visa Stamps (if applicable)

## **IF YOU HAVE EVER HELD J-1 OR J-2 STATUS:**

- Copies of all previously issued DS-2019 or IAP-66 forms
- Copies of all J-1 and/or J-2 visa stamps (if applicable)
- Copy of I-612 waiver from USCIS. This is required if previously subject to 212(e), the 2 year home residency requirement
- Copy of EAD(s) (if applicable)

## **AND the following documentation depending on current status: J-1/J-**

**2:** See above

**F-1/F-2:** Copies of all previously issued I-20(s) and copies of EAD(s) (if applicable)

**H-1B:** Copies of all I-797 H-1B approval notices and copies of 3 most recent pay stubs

**TN:** Copies of all I-797 TN approval notices (if applicable) and copies of 3 most recent pay stubs



# H-1B Sponsorship Policy & Obligation

- The decision to extend H-1B sponsorship to an individual is made only after all institutional policies have been considered and adhered to fully.
- NO OUTSIDE ATTORNEYS are permitted to be used to obtain an H-1B without the advice and consent of OIS.
- H-1Bs are NOT TRANSFERABLE. They are approved for a specific job at a specific employer in a specific location. ANY CHANGES require consultation with OIS and at times prior approval by USCIS. If new to JHU, foreign nationals inside the US must maintain an appropriate nonimmigrant status until the JH petition is filed and/or approved.

# H-1B Timing Policy

- It regularly takes **four to six months** to obtain approval of an H-1B petition (unless a department is willing to pay \$1225 for USCIS Premium Processing service and expedite the adjudication process). Note that initial paperwork to request the start of the H-1B process may be submitted to OIS a full six months before the desired H-1B start date. Thus, departments that do not take full advantage of the six-month time period increase their likelihood of resorting to the \$1225 premium processing service. Processing times change constantly and cannot be guaranteed. In addition to working with the department, the OIS must also work with the US Department of Labor (DOL) Office of Foreign Labor Certification and USCIS. JH has no control over processing times or their variance at these government agencies.
- H-1B status may be requested for **a maximum of three years at one time**. H-1Bs should be requested for at least one year, and typically should be requested for the anticipated duration of the position. Note that semester-by-semester appointments cannot be accommodated on an H-1B given the long processing time; advance planning is necessary.
- For tenured and tenure-track faculty positions, the OIS recommends departments request approval for a full three-year period.
- The maximum time permitted in H-1B status is six years. Note that time spent abroad during the six-year H-1B period may be recaptured if well-documented and approved by USCIS. The OIS suggests all H-1B temporary workers use the Recapture Worksheet from the time they are granted H-1B status. There is **NO** grace period following the end of H-1B status, thus, a change of status, or plans to depart the U.S. must be anticipated as the end of H-1B status approaches.

# H-1B Dependents & Travel Policy

- Only spouses and children under age 21 may accompany the foreign national (dependent H-4 status) travel.
- Persons in H-4 dependent status MAY NOT work (unless they change to another nonimmigrant status which allows for work).
- Travel outside the US subsequent to initiation of the petition process will affect the processing procedures used in obtaining the H-1B approval for foreign nationals already inside the US.
- H-1B applicant **must** contact Carey HR to inform of any travel plans by the foreign national PRIOR TO TRAVEL.
- Delays with US consulates abroad may contribute to delays in the arrival of foreign nationals waiting to enter the US.
- Obtaining approval of H-1B status from USCIS does not guarantee issuance of the H-1B visa by a US consulate.

# H-1B Travel FAQ's

## When traveling outside of the U.S., H-1B holder should take the following:

1. A copy of the H-1B petition
  2. Original I-797 approval notice (please request this from OIS prior to traveling abroad)
  3. Valid passport
  4. Proof of maintaining H-1B status (3 recent paystubs).
  5. Note: H-1B holders can request a "Travel Letter" from Carey HR and the OIS. This is not required, it is a courtesy that OIS provides.
- H-1B holder is required to have a valid H-1B visa in passport to return to the U.S. from all countries except for brief trips to Canada & Mexico. Before applying for the H-1B, visa at a U.S. Consulate/Embassy abroad, please review the US Consulate/Embassy website where H-1B holder will apply for the visa to see if they require documents in addition to those listed above.
  - H-1B holder is permitted to travel to Canada and Mexico for less than 30 days without a H-1B visa in passport (\*Note: must take the other documents mentioned above). For detailed information about automatic visa re-validation, refer to the information provided on Department of State's <https://travel.state.gov/content/visas/en/general/automatic-revalidation.html>



# H-1B Travel FAQ's

## Important Steps to take when returning to the U.S. from travel abroad

1. Retrieve and print I-94. To access I-94 record, go to <https://i94.cbp.dhs.gov/I94/#/home>
2. Verify that the following information on the I-94 printout is correct:
  - Name should appear as it is stated in passport.
  - The appropriate visa classification (H-1B or H-4).
  - The end date on the I-94 should match the H-1B approval notice (Form I-797) or be extended for 10 additional days beyond the end date of the H-1B approval notice.
  - *Note: If I-94 end date is shortened due to passport expiring prior to the I-797, status will end on the date marked on the I-94 record rather than the H-1B approval notice.*
3. Contact the OIS if there is an error or data inconsistency, or if the end date on the I-94 does not match the H-1B approval notice (or the H1B approval end date + 10 days).
4. Upon return from travel, document time spent abroad on the ***Recapture Worksheet***. The worksheet will make extensions beyond six years less cumbersome and help ensure all available H-1B time can be requested from USCIS.

[http://ois.jhu.edu/Immigration\\_and\\_Visas/H1B/Recapture%20Worksheet%20H1B.pdf](http://ois.jhu.edu/Immigration_and_Visas/H1B/Recapture%20Worksheet%20H1B.pdf)



# Maintaining H-1B Status

- Carey HR retains records of all visas and will ensure that H-1B status is maintained during the Permanent Residency (Green Card) process.
- Carey HR will work with the H-1B applicant to begin the process of Permanent Residency while simultaneously beginning and maintaining the applicant's H-1B status.

# Carey HR Check List

- Carey HR will contact incoming faculty to inquire about their visa status.
- Set meeting with future H-1B applicant to explain H-1B process and requirements.
- If the H-1B applicant currently holds an OPT, Carey HR will begin the H-1B application process within two (2) months from start of employment.
- Complete Sponsorship Letter.
- Complete Carey HR portion in iHopkins.
- Submit check request to Carey Finance.
- Communicate updates with OIS regarding any H-1B visa status updates and changes.
- Update internal tracking spreadsheet.

# H-1B Applicant Check List

- Schedule to meet with Carey HR to review H-1B process and requirements.
- Notify Carey HR if spouse and/or children will be included in the visa
- Notify Carey HR if traveling within US and/or Internationally.
- Return the Beneficiary information to Carey HR for the Sponsorship Letter.
- Carey HR will grant H-1B Applicant access to iHopkins.
- H-1B applicant completes required e-forms.
- H-1B applicant will need to compile required documents from H-1B Applicant Checklist and email documents to [H1B-Employment@jhu.edu](mailto:H1B-Employment@jhu.edu) and copy Carey HR on the email.
- Communicate status updates with Carey HR and OIS.



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Where business is taught with humanity in mind.