

H-1B Information Session

Understanding your H-1 B Employment

A presentation by
the International Students and Scholars Office (ISSO)
Faculty and Scholar Services – Morningside & Manhattanville

February 2025

 COLUMBIA | ISSO
International Students & Scholars Office

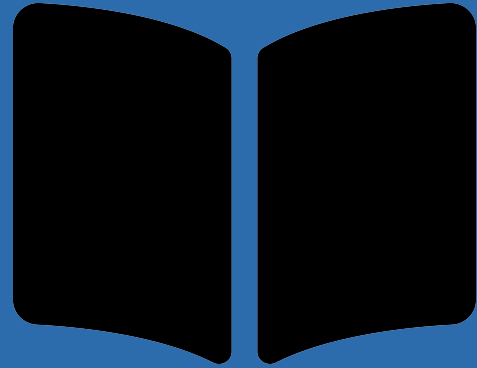
Agenda

1. Overview of H-1B Status and Documentation
2. Work Locations and Remote Work
3. Maintaining H-1B Status
4. Conferences and Lectures
5. International Travel
6. FDNS Site Visit Guidance
7. Extension of H-1B Status and the Grace Period
8. Permanent Residence
9. Q&A

Overview of H-1B status

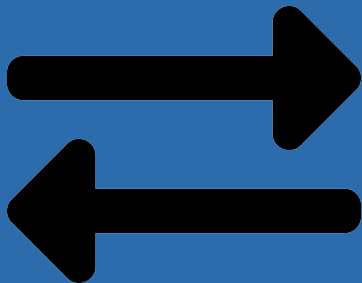


Employment-based visa that allows foreign nationals to work in the United States in a “specialty occupation”



Specialty occupation requires “theoretical and practical application of a body of highly specialized knowledge”

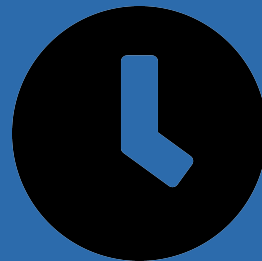
Overview of H-1B status



H-1B visa holder can have dual intent, i.e., may pursue permanent residence while maintaining H-1B status and preserving the ability to travel internationally

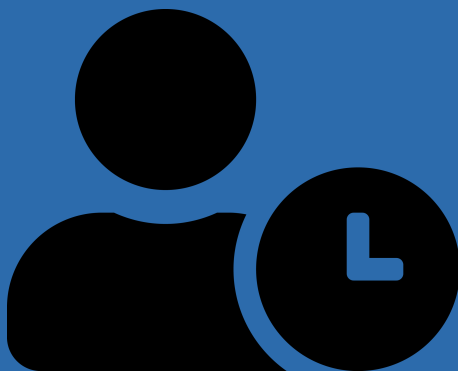


H-1B status is employer-specific and position-specific



Maximum period of 6 years in H-1B status, with limited exceptions

Overview of H-1B status



H-1B status is appropriate for officers of research, officers instruction, and other positions deemed critical to the department or the University

H-1B Documentation

Department of Homeland Security
U.S. Citizenship and Immigration Services

I-797A, Notice of Action

Passport Number		Last Name	
Resident Alien DOB: 01/01/2011		First Name	
Date of Birth DOB: 01/01/2011		Address	
C of Birth		COLUMBIA UNIVERSITY	
COLUMBIA UNIVERSITY 115 ELIZABETH K BASILE 3210 BROADWAY 5TH FL NEW YORK NY 10027		Notice Type: Approval Notice Class: 11B Valid From 07/01/2011 to 06/30/2021	

The above petition and extension of its validity have been approved. The dates of the original foreign worker's in this classification is valid as indicated above. The foreign worker(s) can work for the petitioner, but only as detailed in the petition and for the period authorized. Change in employment or timing may require a new Form I-797 petition. Since this employment authorization stems from the filing of this petition, subsequent employment of the foreign worker(s) is not considered a new petition. The foreign worker(s) must be employed by the petitioner for the entire period of the petition's validity period for the beneficiary classification. CW: E-2, E-3, E-4, E-5, E-6, E-7, E-8, E-9, E-10, E-11, E-12, E-13, E-14, E-15, E-16, E-17, E-18, E-19, E-20, E-21, E-22, E-23, E-24, E-25, E-26, E-27, E-28, E-29, E-30, E-31, E-32, E-33, E-34, E-35, E-36, E-37, E-38, E-39, E-40, E-41, E-42, E-43, E-44, E-45, E-46, E-47, E-48, E-49, E-50, E-51, E-52, E-53, E-54, E-55, E-56, E-57, E-58, E-59, E-60, E-61, E-62, E-63, E-64, E-65, E-66, E-67, E-68, E-69, E-70, E-71, E-72, E-73, E-74, E-75, E-76, E-77, E-78, E-79, E-80, E-81, E-82, E-83, E-84, E-85, E-86, E-87, E-88, E-89, E-90, E-91, E-92, E-93, E-94, E-95, E-96, E-97, E-98, E-99, E-100, E-101, E-102, E-103, E-104, E-105, E-106, E-107, E-108, E-109, E-110, E-111, E-112, E-113, E-114, E-115, E-116, E-117, E-118, E-119, E-120, E-121, E-122, E-123, E-124, E-125, E-126, E-127, E-128, E-129, E-130, E-131, E-132, E-133, E-134, E-135, E-136, E-137, E-138, E-139, E-140, E-141, E-142, E-143, E-144, E-145, E-146, E-147, E-148, E-149, E-150, E-151, E-152, E-153, E-154, E-155, E-156, E-157, E-158, E-159, E-160, E-161, E-162, E-163, E-164, E-165, E-166, E-167, E-168, E-169, E-170, E-171, E-172, E-173, E-174, E-175, E-176, E-177, E-178, E-179, E-180, E-181, E-182, E-183, E-184, E-185, E-186, E-187, E-188, E-189, E-190, E-191, E-192, E-193, E-194, E-195, E-196, E-197, E-198, E-199, E-200, E-201, E-202, E-203, E-204, E-205, E-206, E-207, E-208, E-209, E-210, E-211, E-212, E-213, E-214, E-215, E-216, E-217, E-218, E-219, E-220, E-221, E-222, E-223, E-224, E-225, E-226, E-227, E-228, E-229, E-230, E-231, E-232, E-233, E-234, E-235, E-236, E-237, E-238, E-239, E-240, E-241, E-242, E-243, E-244, E-245, E-246, E-247, E-248, E-249, E-250, E-251, E-252, E-253, E-254, E-255, E-256, E-257, E-258, E-259, E-260, E-261, E-262, E-263, E-264, E-265, E-266, E-267, E-268, E-269, E-270, E-271, E-272, E-273, E-274, E-275, E-276, E-277, E-278, E-279, E-280, E-281, E-282, E-283, E-284, E-285, E-286, E-287, E-288, E-289, E-290, E-291, E-292, E-293, E-294, E-295, E-296, E-297, E-298, E-299, E-300, E-301, E-302, E-303, E-304, E-305, E-306, E-307, E-308, E-309, E-310, E-311, E-312, E-313, E-314, E-315, E-316, E-317, E-318, E-319, E-320, E-321, E-322, E-323, E-324, E-325, E-326, E-327, E-328, E-329, E-330, E-331, E-332, E-333, E-334, E-335, E-336, E-337, E-338, E-339, E-340, E-341, E-342, E-343, E-344, E-345, E-346, E-347, E-348, E-349, E-350, E-351, E-352, E-353, E-354, E-355, E-356, E-357, E-358, E-359, E-360, E-361, E-362, E-363, E-364, E-365, E-366, E-367, E-368, E-369, E-370, E-371, E-372, E-373, E-374, E-375, E-376, E-377, E-378, E-379, E-380, E-381, E-382, E-383, E-384, E-385, E-386, E-387, E-388, E-389, E-390, E-391, E-392, E-393, E-394, E-395, E-396, E-397, E-398, E-399, E-400, E-401, E-402, E-403, E-404, E-405, E-406, E-407, E-408, E-409, E-410, E-411, E-412, E-413, E-414, E-415, E-416, E-417, E-418, E-419, E-420, E-421, E-422, E-423, E-424, E-425, E-426, E-427, E-428, E-429, E-430, E-431, E-432, E-433, E-434, E-435, E-436, E-437, E-438, E-439, E-440, E-441, E-442, E-443, E-444, E-445, E-446, E-447, E-448, E-449, E-450, E-451, E-452, E-453, E-454, E-455, E-456, E-457, E-458, E-459, E-460, E-461, E-462, E-463, E-464, E-465, E-466, E-467, E-468, E-469, E-470, E-471, E-472, E-473, E-474, E-475, E-476, E-477, E-478, E-479, E-480, E-481, E-482, E-483, E-484, E-485, E-486, E-487, E-488, E-489, E-490, E-491, E-492, E-493, E-494, E-495, E-496, E-497, E-498, E-499, E-500, E-501, E-502, E-503, E-504, E-505, E-506, E-507, E-508, E-509, E-510, E-511, E-512, E-513, E-514, E-515, E-516, E-517, E-518, E-519, E-520, E-521, E-522, E-523, E-524, E-525, E-526, E-527, E-528, E-529, E-530, E-531, E-532, E-533, E-534, E-535, E-536, E-537, E-538, E-539, E-540, E-541, E-542, E-543, E-544, E-545, E-546, E-547, E-548, E-549, E-550, E-551, E-552, E-553, E-554, E-555, E-556, E-557, E-558, E-559, E-560, E-561, E-562, E-563, E-564, E-565, E-566, E-567, E-568, E-569, E-570, E-571, E-572, E-573, E-574, E-575, E-576, E-577, E-578, E-579, E-580, E-581, E-582, E-583, E-584, E-585, E-586, E-587, E-588, E-589, E-590, E-591, E-592, E-593, E-594, E-595, E-596, E-597, E-598, E-599, E-600, E-601, E-602, E-603, E-604, E-605, E-606, E-607, E-608, E-609

Approval Notice (I-797)

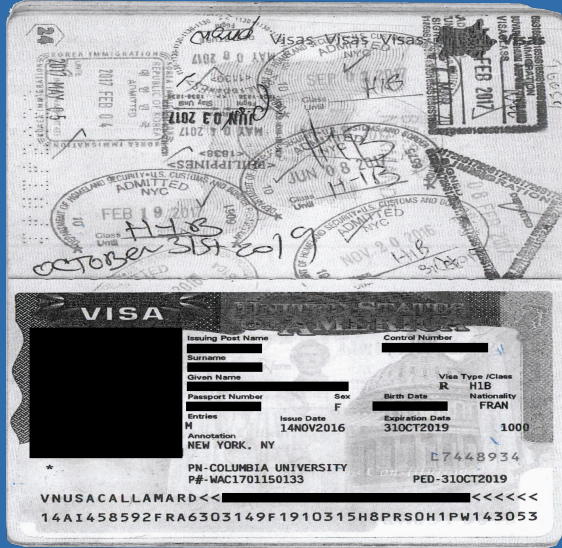
I-797 reflects the following information:

- Petitioner's Name
- Visa Status "Class" (H-1B)
- Validity Dates
- Information on the Beneficiary

I-797 is used when applying for a visa and when entering U.S.

I-797 is difficult and expensive to replace, so keep safe!

H-1B Documentation



H-1B Entry Visa Stamp

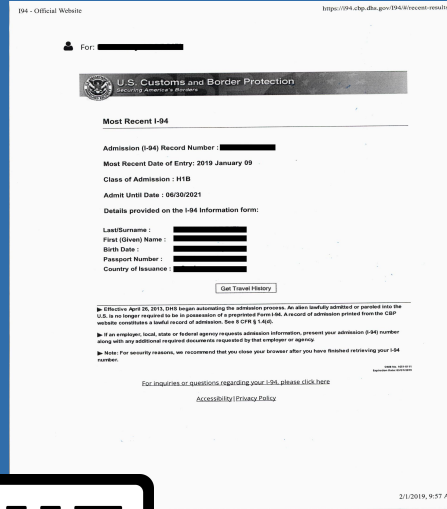
An unexpired H-1B visa is needed to enter the U.S. (unless Canadian).

While inside the U.S., it can expire.

Be mindful of your visa expiration date and plan enough time to apply for a new H-1B entry visa prior to your return.

H-4 family use your same I-797 when applying for an H-4 entry visa.

H-1B Documentation



104 - Official Website
https://i94.cbp.dhs.gov/i94/recent-results

For [REDACTED]

U.S. Customs and Border Protection
Department of Homeland Security

Most Recent I-94

Admission (I-94) Record Number [REDACTED]
Most Recent Date of Entry: 2019 January 09
Class of Admission: H1B
Admit Until Date: 06/30/2021

Details provided on the I-94 information form:

Last Surname: [REDACTED]
First (Given) Name: [REDACTED]
Birth Date: [REDACTED]
Passport Number: [REDACTED]
Country of Issuance: [REDACTED]

[Get Travel History](#)

Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a printed Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 14.60.

If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

Note: For security reasons, we recommend that you close your browser after you have finished reviewing your I-94 number.

For inquiries or questions regarding your I-94, please click here
Accessibility/Privacy Policy

2/1/2019, 9:57 AM

Form I-94

If your H-1B petition was approved while inside the U.S., your I-94 is included in the lower right corner of your I-797.

Upon entry to the U.S., your I-94 can be accessed at www.cbp.gov/i94 and states the duration you may remain in the U.S. as H-1B.

- typically your I-797 end date, plus 10 days
- *or your passport expiration date, if earlier!*



COLUMBIA | ISSO



SCAN ME

H-1B Documentation: The LCA

Small reprint: 03/02/08
Revised Date: 09/03/09

Labor Condition Application for Nonimmigrant Workers
ETA Form 9035 & 9035C
U.S. Department of Labor

Please read and review the following instructions carefully before completing the ETA Form 9035 or 9035C. A copy of the instructions can be found at <http://www.dhs.gov/immigration>. In accordance with Federal Regulations at 20 CFR 653.7(a)(6), employers are advised to complete the Labor Condition Application (LCA) with care. The Department of Labor will not be certified by the Department of Labor. If the employer has received permission from the Administrator of the Office of Foreign Labor Certification to submit this form non-electronically, all required fields (including an asterisk (*) must be completed as well as any fields where a response is conditional as indicated by the section (S) symbol).

A. Employment-Based Nonimmigrant Visa Information

1. Indicate the type of visa classification supported by this application (Write classification symbol):

B. Temporary Need Information

1. Job Title: FINANCIAL QUANTITATIVE ANALYSTS

2. SOC (2010) code: 13-2000

3. SOC (2010) occupation title: FINANCIAL SPECIALISTS, ALL OTHER

4. Is this a full-time position? ☒ Yes ☐ No

Period of Intended Employment

5. Begin Date: 02/01/2008

6. End Date: 02/01/2012

Labor Condition Application (LCA)

Labor Condition Application (LCA)

certified by the U.S. Department of Labor (DOL)

The employer's attestations include:

- Wages and benefits
- Working conditions and **all work location(s), including remote work locations**
- There is no strike or work stoppage due to a labor dispute, which would impact the employer's ability to file H-1Bs

Remote Work from a Residence



H-1B regulations require regularly scheduled remote work to be included in the Labor Condition Application (LCA)

Check your LCA to make sure all current work locations are accurate and complete

These H-1B requirements are in addition to Columbia University's Remote Work Policy

Remote Work from a Residence



After the I-797 approval....

H-1B Employees and H-4 family members must report any residential address change on **Form AR-11 within 10-days of moving.**

This Form AR-11 can be completed online:

<https://www.uscis.gov/ar-11>

Your responsibilities as an H-1B employee

Contact ISSO if there is any **change** in employment:



Job title



**Work
location(s)**

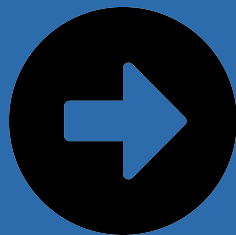


Source of funds

In some cases, an amended H-1B petition must be filed as per USCIS regulations.

Your responsibilities as an H-1B employee

We understand that there are many kinds of leave (research, medical, etc).



Leaves of Absence

Discuss with your ISSO adviser the
terms of the specific leave
in advance so we can advise accordingly.

Conferences and lectures

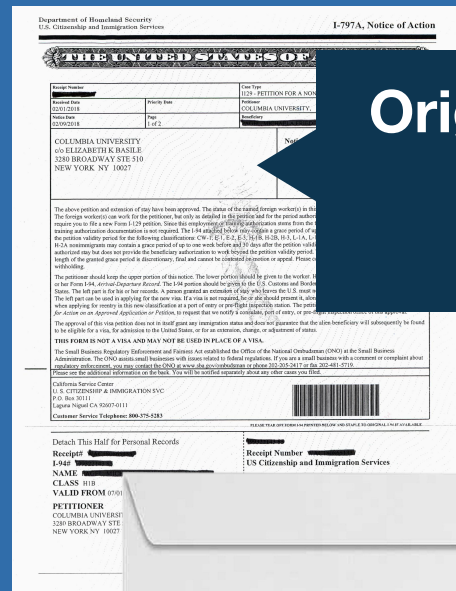
You may have opportunities to give lectures at other institutions or conferences.

You cannot receive an honorarium or other remuneration for such activities, although reimbursement for travel and reasonable expenses are allowed.



Every time you travel internationally,
be sure to always have with you:

Unexpired Passport and H-1B visa stamp



Original approval notice Form I-797

**Complete H-1B
packet filed by
ISSO
(recommended)**

International Travel

Refer to our page on documents
you need to return to the US.

New: “Global Visa Wait Times” website
Is a resource for guidance on visa wait
times at U.S. consular posts



SCAN ME

*** Refer to the ISSO website for
guidance on trips of less than 30
days to either Canada or Mexico.**

Upon Re-Entry


Retrieve your electronic I-94 to confirm you entered in H-1B status and that the “Admit Until Date” is correct.

Electronic I-94 Record



SCAN ME

Most Recent I-94

 **U.S. Customs and Border Protection**
Securing America's Borders

OMB No.
Expiration Date:

Most Recent I-94

Admission (I-94) Record Number: 123456789
Most Recent Date of Entry: 2016 August 14
Class of Admission: H-1B
Admit Until Date: DIS
Details provided on the I-94 information form:

Last/Surname: Roary
First (Given) Name: Lion
Birth Date: 1784 September 21
Passport Number: 123456789
Country of Issuance: Columbia

[Get Travel History](#)

► Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(a).

► If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

► Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

If you require assistance or have questions regarding your I-94, please click here.
[Accessibility Privacy Notice](#)

https://i94.cbp.dhs.gov/i94/record.html

Worksite Visits: USCIS Office of Fraud Detection and National Security (FDNS)

FDNS Site Visits are not new, though frequency varies.

FDNS site visits are random, without advance notice and done to verify:

- Job Title
- Salary
- Number of Hours worked
- Job Location *including remote work location*
- Job description and duties
- Degree requirements

Worksite Visits: USCIS Office of Fraud Detection and National Security (FDNS)

Seek guidance on site visit protocol from your academic department.

For FDNS site visits, ISSO recommends that:

- Schools designate a department “go-to” person and a back-up
- ISSO and OGC be notified of the visit (Public Safety can assist)
- Protocol be communicated to employees
- Investigator’s identity and agency be determined (badge, business card)
- ISSO/OGC will provide guidance and can attend the visit

Extension of H-1B Status

Extension requests are submitted by your academic department up to six months before the current stay expires.

- Timely filing of an extension allows for continued employment
- Must be physically present in the U.S. at the time of filing
- Contact your ISSO adviser before you travel internationally

Note: time spent abroad may be “recaptured” to allow for post-6-year extension. We recommend you keep records of all international travel including admission and exit stamps, boarding passes and travel itineraries.

H-1B Grace Period and End of Employment

If your employment ends at the same time as your status expires, check your I-94 record as it may indicate an additional 10-day grace period

A grace period of up to 60-days is permitted in certain circumstances when employment ends prior to I-797 end date — *at the discretion of USCIS*

If you will be leaving Columbia prior to your I-94 expiration, contact ISSO

Permanent Residence

By the end of six years in H-1B status, you must either depart of the United States or acquire some other status, e.g., permanent residence (green card).

Different ways to apply for permanent residence:

- Family-based
- Employer-based
- Self-petition

For more information on Columbia's permanent residence policy, please refer to our website.



SCAN ME

Staying Informed



ISSO
Webinars &
Info Sessions



ISSO Website and
ISSONews Webpage



ISSO Scholar
Newsletter

Bookmark us!
isso.columbia.edu

Attorney Webinar: Immigration Policy 2025



The poster has a dark blue background with white wavy lines. At the top, it says 'COLUMBIA | ISSO' with a crown icon. Below that is 'Q&A ON IMMIGRATION POLICY'. In the center is a circular portrait of Dan Berger, a man with glasses and a suit. Below the portrait is his name and title. A paragraph of text follows, then a box with the topics to be covered. To the right of this box is a QR code. At the bottom, there are three sections: the date, the Zoom webinar details, and the registration link.

COLUMBIA | ISSO
**Q&A ON
IMMIGRATION POLICY**



Dan Berger
Immigration Attorney

Please join us for a second conversation with immigration attorney **Dan Berger** about international student and scholar visa processing.

TOPICS WE WILL COVER

- Review of recent immigration policies
- Reflection on what to expect in 2025 and beyond.



**THU
FEB 27**

**ZOOM WEBINAR
04:00 PM - 05:30 PM**

<https://bit.ly/policyfeb27>

February 27, Thurs. 4pm-5:30pm

Immigration attorney Dan Berger will provide a second Zoom Q&A on recent immigration policies impacting students and scholars and a reflection on what to expect in 2025 and beyond.

Register online:

<https://bit.ly/policyfeb27>

ISSO Faculty and Scholar Services



Jane Acton
(212) 854-6356
ja378



Liz Basile
(212) 853-1414
ekb2151



Colleen Weiss
(212) 853-1415
cmw2214



Kimberly Carr
(212) 853-1749
kc3766



Reminder: ISSO's Location

Armstrong Hall, 545 West 112th Street, 4th Floor

In-person by appointment (preferred)

Document drop-off & pick-up and drop-ins
M-F 9am-5pm

Visit our "Contact Us" page for your ISSO advisor

Questions and Answers



 COLUMBIA | ISSO



SCAN ME