

INTERNATIONAL SCHOLARS

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 (OIA) 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.

In order to expedite the H-1B process, please complete the employee information in IntBuckeye 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 OIA. You will be notified by email once OIA has received your documents along with information on which Scholar Advisor will be handling your H-1B petition.

H-1B Requirements

Government regulations require the employer to file a petition to the United States Immigration and Citizenship Services (USCIS) to legally employ you, the foreign national. As the petitioner, The Ohio State University must ensure regulations are met. This involves coordination with government agencies including the U.S. Department of Labor (DOL) and United States Citizen and Immigration Services (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. OIA 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 OIA 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 U.S. and be terminated from employment if currently in H-1B status.

Maintaining Non-Immigrant Status

If you are waiting in the U.S. 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 U.S., do not make any travel plans to come to the U.S. 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 OIA.



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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)
- 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-2019's issued
- Copy of waiver approval or waiver recommendation letter (if applicable)
- If ever in H-1B status**
- Copy of all previous H-1B approval notices (Form I-797)
- 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 pursuing Permanent Residency**
- Copy of I-140 receipt notice or approval notice (if applicable)
- Copy of I-485 receipt notice (if applicable)
- 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 U.S. and changing to or extending H-4 status)

- I-539 (download from <http://www.uscis.gov> under 'Forms')
- \$370 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, if Spouse/ Birth Certificate if Child
- For each family member in H4 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 DS2019's 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)
typed or printed name of translator

in the English and _____ 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