



H-1B BENEFICIARY INFORMATION SHEET – NON-CLINICAL EXTENSION

PLEASE NOTE: After this extension petition is filed with USCIS, you will continue to be authorized to work for up to 240 days beyond the end date of your current H-1B. You cannot travel internationally while the extension is pending. Current USCIS processing time is about 4 months. If you make international travel plans after this extension is filed, ISSS will need a check for \$2,500 to request premium processing so that you will have an approval notice in hand before you leave the US. You must have a hard copy USCIS approval notice in order to apply for an H-1B visa at a US consulate/embassy abroad. You can renew your driver license at the Alabama Department of Motor Vehicles (“DMV”) office in Birmingham with an H-1B extension receipt notice, and Alabama allows a 60-day grace period to drive on an expired license (see page 13).

➔ BIOGRAPHICAL INFORMATION UPDATE

Name _____
Last/Family Names First/Given Names

Married Single If married, please complete the additional Dependents section on page 2, and ISSS will send you additional information for your dependent(s) to obtain or extend H-4 status.

Current residential address in the US _____
Street Apartment Number

City State ZIP Code

Phone _____ Non-work email address _____

Residential address abroad _____
Street Apartment Number

City State/Province Country Postal Code

➔ IMMIGRATION UPDATE

- Do you have a pending Form I-140? If so, what category? Yes No
- Do you have an approved Form I-140? If so, what category? _____ Yes No
- If so, is your spouse currently working on an H-4 EAD? Yes No
- Does your spouse have an approved Form I-140? If so, what category? _____ Yes No
- Do you have a pending adjustment of status (“green card”) application? Yes No
- Are you working with an outside attorney on a “green card” application? Yes No
- Do you have a pending asylum application? Yes No
- When you apply for a visa abroad, which US embassy/consulate do you use?
(Please list the city. *Example: Hyderabad, India*) _____

→ DEPENDENTS

- Will your spouse need to obtain or extend H-4 status? Yes No
- If no, what immigration status does your spouse currently hold? _____
- Does your spouse need an H-4 EAD? Yes No
- Will your children born outside the US need to extend their H-4 status? Yes No

If you answer yes to any of the above questions, ISSS will send additional information and links for your dependent(s) to apply to obtain or extend H-4 status with USCIS.

→ REQUIRED DOCUMENTS

Please complete and email this form to iss@uab.edu along with pdf copies of **ALL** of the following documents. Please do not send pictures or screen shots. ISSS cannot file the H-1B petition without **ALL** necessary documents. Please send all attachments in **one** email or via Dropbox/Box.

Current CV
Biographical/identification page of your valid passport (if renewed since last H-1B filing)
Any new US visa stamps received since last filing (not the oval entry/exit ink stamps—just the physical visa sticker stamps)
By returning this form, you consent to ISSS staff downloading your most recent Form I-94 from https://i94.cbp.dhs.gov/i94/#/home
All new immigration documents since last filing (e.g., I-140 receipt or approval notice, I-485 receipt notice, new EAD/advance parole cards, etc.)
Three most recent pay statements



INTERNATIONAL STUDENT & SCHOLAR SERVICES

The University of Alabama at Birmingham

EXPECTATIONS AND ISSS SERVICES: WORK AUTHORIZATION AND PERMANENT RESIDENCE (EMPLOYEES)

Welcome to UAB! UAB's Office of International Student and Scholar Services (ISSS) looks forward to supporting you and your department with future employment-based immigration needs. Specifically, ISSS is responsible for assisting your employer with securing United States Citizenship & Immigration Services (USCIS) work authorization for international employees. Institutional immigration compliance is an active, three-way partnership requiring the engagement of ISSS, department administrators, and the international employee (you). Departments and international employees are expected to take an active role in the immigration process and follow checklists, packet information, and other instructions designed to maximize efficiency during the process. ISSS directly supports the institution and does not serve as your personal immigration attorney. There will be times when we cannot advise beyond the scope of what is necessary to secure your work authorization, such as with purely personal travel decisions and family-based immigration scenarios. Please review the below in anticipation of beginning a work authorization process.

ISSS Responsibilities

- Collect from departments and international employees all information necessary to draft and file the following specific types of non-immigrant work authorization petitions with USCIS: H-1B, O-1, E-3, and TN
- Provide automated reminders and notifications when petitions have been approved, including instructions that the department and the international employee must follow for next steps to complete the I-9 process
- Send automated reminders and notifications to department administrators when employees' work authorization can be renewed
- Hold weekly "Office Hours" via Zoom to discuss work authorization questions not answered elsewhere on the ISSS website or in checklists provided
- Collaborate with outside counsel during the transition from J-1 to H-1B status required for incoming clinical faculty who are currently completing their final year of medical training
- Publish extensive information about common processes and procedures on [our website](#)
- Determine the timing and category of potential permanent residence sponsorship in consultation with department administrators

International Employee Responsibilities

- Provide complete, accurate, and timely information on ISSS beneficiary information forms, including submitting documents of the type and format requested in an organized fashion
- Watch for automated updates on the petition and refrain from directly contacting staff for additional intervening updates, especially during periods of high volume
- Read the weekly *Globetrotter* e-newsletter for important updates related to federal immigration policy and ISSS procedures before reaching out with questions

- Respect ISSS templated processes and experience and provide documents as and when requested, regardless of what your colleagues at other institutions might be asked; we process a couple *hundred* H-1B petitions each year; every case will be accurately and timely filed, even if you do not receive communication from ISSS for some time
- Timely (within a week) pick up original federal government immigration documents from the international office when notified via email—these are vital to document your lawful presence in the US, and you must have them in your possession
- Download and review electronic Form I-94 after international travel to make sure CBP admission was entered in the correct status and for the correct period
- If you have work authorization independent of employer sponsorship (such as an EAD card), notify department administrator every time a new immigration document or extension is received to make sure that Oracle is updated with the new information
- Review and refer to ISSS website for FAQs and common processes available 24/7
- Take advantage of weekly ISSS “Office Hours” on Zoom from 3-5PM (Zoom link included in weekly *Globetrotter* e-newsletter)
- Read explanatory information on ISSS forms to learn answers to FAQs before reaching out with questions
- Review information about use of outside attorneys for permanent residence processes on our website here: <https://www.uab.edu/global/employees-scholars/international-faculty-staff/permanent-residence>
- Notify ISSS when retaining outside attorney to assist with any permanent residence process (we will immediately withdraw any EB-1B petition filed without ISSS assistance or knowledge)
- Inform outside attorney to address all immigration-related questions to iss@uab.edu
- Revise CV to include all relevant, immigration-specific information after reviewing EB-1B criteria on our website here <https://www.uab.edu/global/employees-scholars/international-faculty-staff/permanent-residence> before requesting review for permanent residence purposes
- Understand that different institutions have different policies, procedures, and timelines, therefore you cannot expect your experience to be the same as a colleague elsewhere; ISSS will proceed on a timeline that works for the institution *to preserve your work authorization*, which may differ from your ideal personal or professional immigration timeline

Additional Resources for Questions Outside the Scope of ISSS

ISSS exists to advise your employer about the steps and documentation necessary to file a successful petition for your work authorization with USCIS. Our responsibility is to the institution, and the H-1B process is employer-driven. Departments and international employees are expected to take an active role in the immigration process and follow checklists, packet information, and other instructions designed to maximize efficiency during the process. ISSS staff are not personal attorneys, have no expertise in family-based immigration matters, and cannot assist with matters other than those directly related to processes connected with work authorization petitions filed by your employer. More information about common questions can be found below:

- Documents necessary to apply for a visa stamp abroad: <https://www.uab.edu/global/employees-scholars/international-faculty-staff/international-travel-and-visas>
- Social Security number applications: <https://www.uab.edu/global/employees-scholars/international-exchange-visitors/current/social-security-number-and-driver-license>

- Obtaining or renewing an Alabama driver license: <https://www.uab.edu/global/employees-scholars/international-exchange-visitors/current/social-security-number-and-driver-license>
- Dependents: <https://www.uab.edu/global/employees-scholars/international-faculty-staff/bringing-dependents>
- Questions about permanent residence processes that do *not* require employer sponsorship (such as EB-1A, EB-2 NIW, and EB-2 PNIW): refer to a local immigration attorney; ISSS assists only with employment-based, employer-sponsored work authorization processes and proceeds only with approval from institutional administrators.

ACKNOWLEDGMENT OF RESPONSIBILITY

By signing below, I acknowledge that I have read the above information and understand the scope of my responsibility during the work authorization process. I understand that the primary role of ISSS is to liaise with my department administrator to file a work authorization petition on my behalf. I understand that a delay in my part in providing any information requested by ISSS—especially including final pay statements and/or education equivalency evaluation—can result in a delay in filing the institution’s work authorization petition on my behalf and a consequent delay in the date I can begin work. I understand that I will receive an email when the H-1B petition on my behalf is filed with USCIS and a second email when the USCIS approval notice has arrived in the mail. I will not receive a response to emails asking for updates in the interim. I understand that there are some employer-sponsored routes to permanent residence and other routes that do not require express employer sponsorship, and I understand that ISSS will work with my department to determine the timing and category of potential employer-sponsored permanent residence. I understand that if I wish to pursue alternative permanent residence methods not requiring express employer sponsorship, it is my responsibility to retain my own attorney to do so. I understand that ISSS regularly publishes information relevant to work authorization in a weekly e-newsletter, on social media, and on the ISSS website, and that I must review that information to remain informed before contacting ISSS staff with questions. I understand that ISSS staff are not my personal attorneys or assistants and that their primary channel of communication about my work authorization and potential permanent residence process will be with my department administrators. I understand that ISSS staff cannot advise me on non-work authorization matters affecting my personal or family decisions to travel internationally or apply for family-based immigration benefits, including how to answer questions on USCIS Form I-539 or other personal immigration applications.

 Typed Name

 Date

 Signature