

VISA TIPS, TRICKS, & CHANGES

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ABOUT YOUR PRESENTERS

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TODAY'S AGENDA

- J-1 Visas
 - Breakout Room
- H-1B Visas
 - Breakout Room
- Administrative
 - Visa Web Form Demo

J-1 VISAS

J-1 VISA TIPS

- Only submit requested supplemental materials for J-1 requests
 - Example: Do not include Postdoctoral Data Sheet and/or CV with signed final packets.
- Attach FedEx shipping labels to signed conditional approval packets for original DS-2019(s) to be sent to scholars.
 - Courtesy DS-2019 hard copies will be sent to you via campus mail.
- ISO will only send DS-2019 hard copies, not digital copies due to federal regulations.

J-1 EXCHANGE VISITOR ARRIVALS

- Scholars can arrive on or up to 30 days before the work start date.
 - If scholars arrive before the start date, they can't begin work until the start date listed on the DS-2019.
 - Request an amendment to the DS-2019 if the scholar is unable to enter the U.S. by their start date or start their work on time.

J-1 EXTENSION VISA TIPS

- Ensure Statement of Compliance for Insurance form is completed and signed.
 - Note: Emergency evacuation and repatriation are **not included** on UW benefits plans.
- If J-1 extension indicates the scholar is outside the U.S., ISO will follow up.
 - Scholars are required to maintain U.S. residence throughout their J-1 program.
 - In the Additional Information section include the dates out of the country and the current residence in the U.S.
- List all worksites including remote (especially if they work from home).
 - The top address is considered the “primary site of activity”.
 - If this has changed, you will be asked to confirm the primary site of activity.

J-1 VISA TRICKS

- Use the Additional Information section for special DS-2019 handling requests.
 - Use if you are sending the DS-2019 to someone other than the listed requestor.
 - Example: Please send the DS-2019 to John Smith, Campus mailbox #350000
- Plan far ahead of the sponsorship start date before submitting visa requests.
 - Submit visa request at least 2-4 months before the start date
 - Prevents gaps in status or work authorization
 - Accounts for the varying times
 - Contact ISO or your department's visa contact as soon as possible upon hiring

J-1 VISA TRICKS: NIE FROM COVID ENTRY BANS

- In general, foreign nationals from China, Iran, EU, UK, Ireland, Brazil, South Africa, and India are not allowed to get visas or enter U.S.
- There is an exception to these bans for J-1 academics
 - May require a letter from the unit describing how the scholar's work is in the national interest.
 - Providing this letter is at the school/college/campus' discretion but it should be understood that failure to provide it may result in denial of visa.
 - With dean/chancellor/campus dean's office support, units may also reach out to the UW Office of Federal Relations for assistance.

J-1 VISA CHANGES: REMOTE CHECK-IN AND VALIDATION

- J-1 scholars are required to go through a mandatory ISO remote check-in as soon as they arrive in the U.S.
- **If ISO does not review the check-in materials and validate the scholar's immigration record, it can cause big problems.**
 - There is a form that must be completed, signed by the scholar and PI, and returned with the appropriate documentation to do this.
 - Travel validation signatures are currently not a part of the check-in process.
 - If a scholar needs to travel, they must have this signature on their DS-2019.
 - If the scholar needs a signature on their DS-2019 form, they should contact ISO.

J-1 VISA CHANGES

- Updated **Statement of Compliance for Insurance form**
- Out of Country Requests (updated form and approvals needed)
 - If scholar is out of country for more than 30 days, they must submit an Out of Country request to ISO
 - Needs to be approved by one of the following before submitting to ISO:
 - Tax Office
 - Academic HR
 - Once approved, a notation goes on the scholar's immigration record
 - Facilitates reentry into U.S. after a prolonged absence

J-1 BREAKOUT SESSION

Key takeaways:

- Use ISO's checklists to make sure you have everything you need
- Use ISO's process handouts to establish realistic expectations around processing times
- Use ISO website (or e-mail acadvisa@uw.edu with your question) if you need a firm answer to give to faculty
- Remind faculty and scholars that uncertainty and delays are a **normal** part of the process for new J-1s, and they should plan accordingly

H-1B VISAS

H-1B TIPS

- Include all H-1B checklist documents
- Ensure no additional documents are added, unless specifically requested by ISO
- Forward a digital copy of the USCIS letter to ISO with the H visa packet, so ISO can propose any edits before signing the letter.
 - Depending on the routing and your department's procedures, you may not be able to hold off on the signature by the Chair or Dean.
 - If unable to hold off on signature, check to see if you could circulate the letter digitally for approval.
 - Use the correct USCIS template letter
 - **Remember to list all worksites on visa request and confirm whether scholar will work remotely from home.**

H-1B TIPS

- Tell ISO your preferred posting method and if you'd like a separate LCA for posting at a remote home address
 - **physical posting at the worksite**
 - **listserv posting**
 - **intranet posting**
- **Have Procurement Services write scholar name and/or visa request number on the check stub to ensure it goes to the correct scholar's case and file.**
- Inform ISO advisors if you would like the receipt and/or approval notice sent by FedEx to the scholar prior to the notice being issued
 - A courtesy copy of the approval notice will be sent to the department by campus mail

H-1B TRICKS

- Title, salary, and visa purpose will help determine H-1B processing times
 - Understand the differences in union vs. non-union processing times
 - Consult the timeline to help determine start date
 - When in doubt, ask ISO directly for estimated timeline
- Create case management system and/or process
 - H-1Bs are complicated and lengthy from start to finish
 - Staying on track is critical
 - Look for key action points
 - This can include check points for following up with other departments/entities

H-1B TRICKS

- Pay close attention to the entire timeline.
 - Perform weekly updates to stay on track.
 - Note that working with government agencies can take months of waiting at certain points in the H-1B process.

H-1B CHANGES

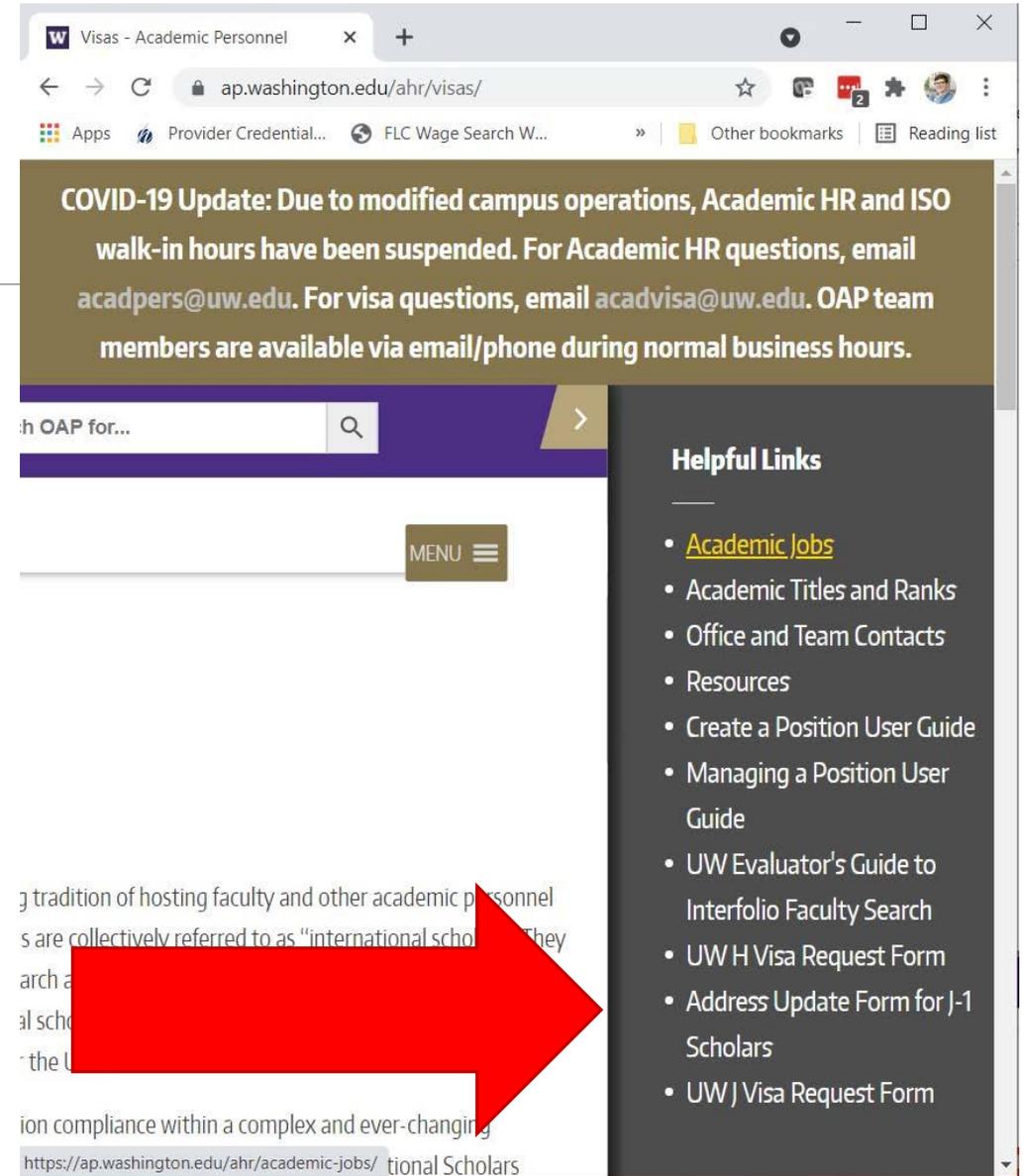
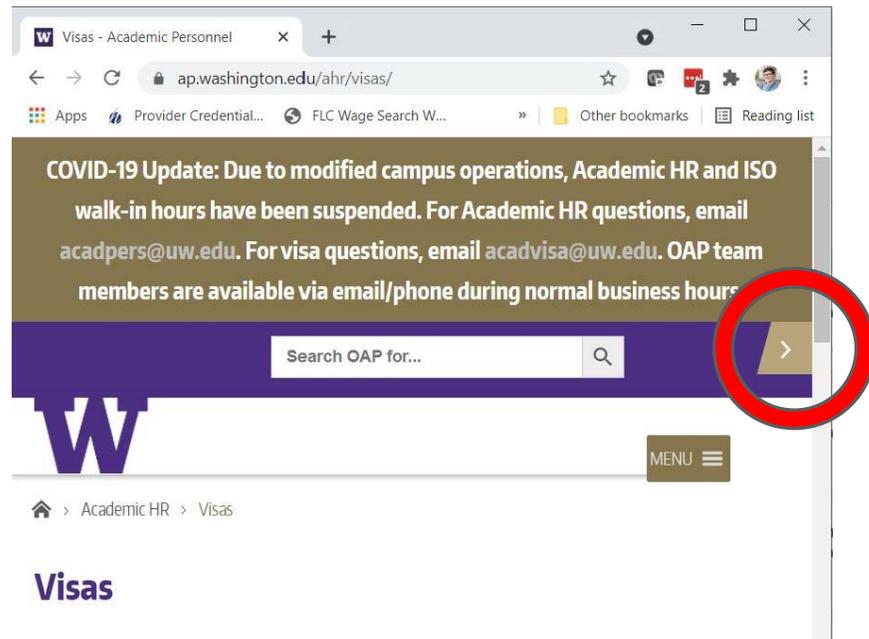
- Public Charge rule lifted March 9, 2021
 - No longer need Public Charge form
- H-1B entry ban expired March 31, 2021
- Biometrics fee not needed for H-4s as of May 17, 2021
- Postdoctoral Scholars new contract effective July 1, 2021

H-1B BREAKOUT SESSION

- Key Takeaways:
 - Use the H-1B checklist to make sure you have everything you need
 - Use the H Process Handout to establish realistic expectations around processing times
 - Use the H Intake Form to gather all the information you need in one place
 - Use the Quicklinks menu (see next slide) to access visa request forms directly, or just use the Lux landing page at <https://lux.ap.washington.edu/visa/>
 - If asking ISO for web clarification, mention which page on our website you're asking about, so that we understand you've already reviewed it and need more information
 - Always feel free to reach out to acadvisa@uw.edu for status updates

QUICKLINKS MENU

1. Click on Quicklinks "carat" in upper right-hand corner (circled in red below)
2. Click on visa request form from the "Helpful Links" slide-out menu



ADMINISTRATIVE

WORKDAY ADMINISTRATIVE TIPS

- Ensure all scholars, including Visiting Scholars, are entered in Workday
 - This is required
 - It helps to keep UW records more complete
- Start dates and appointment dates should align whenever possible

BUDGET INFORMATION

ADMINISTRATIVE TIPS

- When completing the visa request, always double check the budget name, number, and contact (saves time in reconciliation and billing later)
 - Email acadvisa@uw.edu to change a budget number
 - Ensure budget number is valid for at least 6 months or beyond
 - ISO can only invoice one budget number

TYPING SCHOLAR NAME ADMINISTRATIVE TIPS

- When completing a visa request, enter scholar name in lowercase.
 - Automatically modifies last name in all caps and first in all lowercase letters.
 - Helps with consistent, clean, and efficient file organization.
 - Correct result in subject line: SMITH, John

SECTION #5 ADMINISTRATIVE TIPS

Visa request Section #5 list:

- For UW academic home department/program section
 - Use academic unit name followed by division name
 - Example: Physics/Institute of Nuclear Theory
 - Example: Music/Digital Arts and Experimental Media
 - Example: International Studies/Center for Korea Studies
- UW academic home school/college/campus (S/C/C) section
 - Use UW Bothell or UW Tacoma
 - Use School of Medicine

LISTING PRIOR VISITS ADMINISTRATIVE TIPS

- **Visa request “Prior U.S. Visits” section: Include scholar’s current status and start and end dates of their current status**
 - **End date of “to present” should be avoided**
 - Review scholar’s current immigration documents for end date
 - List the start date on the visa request as the next day after the expiration date listed on the immigration document
 - Incorrect listing of end date on the visa request can affect how a visa is handled and could cause a break in work authorization

UPLOADING AND MAKING CHANGES ADMINISTRATIVE TIPS

- If currently in the U.S., upload documents for scholar's current visa status
 - e.g., DS-2019, EAD card, I-797 Approval Notice
 - Can prevent unnecessary back and forth with departments and delays
- To make visa request changes after conditional approval has been issued, reply to the same request ticket so ISO can take the appropriate action
 - Example: change of title, duties/activities, address, name, dates, leaving early, changes in dependents, etc.
 - Conditional approval and billing is based on initial information

CONTACTING ISO ADMINISTRATIVE TRICKS

- **General Questions**

- Email acadvisa@uw.edu which uses a ticketing system with a shared inbox
 - ISO can then see the email thread; keeps record cleaner
 - Any ISO team member can respond
 - If you are currently working with a specific advisor, please list their name in the greeting or email body.
- List your work hours/location in your signature so ISO knows your availability

- **Specific Visa Requests**

- When a visa request is submitted to ISO, an official ticket is generated and an advisor assigned
 - When following up, respond to the ticket notification to keep email thread on one ticket
- Include the ticket number in the subject line and it will route to the correct ISO advisor
 - Note: If an email is sent to acadvisa@uw.edu without a ticket number in the subject, a new ticket is generated
- Routing the ticket appropriately will help you get you a faster response

ADMINISTRATIVE TRICKS: WHERE TO SEND SCHOLARS' QUESTIONS

Visa type	Where to look	Who to contact
J-1 or J-1 Academic Training	Most recent DS-2019 #2 Program Sponsor and #4 Exchange Visitor Category	If Program Sponsor is UW AND Exchange Visitor Category is Short-Term Scholar, Research Scholar, Professor, or Specialist: UW ISO (acadvisa@uw.edu)
		If Program Sponsor is UW AND Exchange Visitor Category is Student: UW ISS (uwiss@uw.edu)
		If Program Sponsor is UW AND Exchange Visitor Category is Student Intern: UW IELP (uwvisit@uw.edu)
		If Program Sponsor is not UW, scholar should ask the program that issued the DS-2019

ADMINISTRATIVE TRICKS: WHERE TO SEND SCHOLARS' QUESTIONS

Visa type	Where to look	Who to contact
H-1B, TN, E-3, or O-1 sponsored through UW ISO	Most recent I-797 upper right-hand corner "Petitioner"	If Petitioner is UW/UW ISO (acadvisa@uw.edu)
		If Petitioner is other entity, scholar should contact that entity
F-1 or F-1 OPT	Most recent I-20 School Information: School Name	If School Name is UW: UW ISS (uwiss@uw.edu)
		If School Name is not UW: scholar should ask the school that issued the I-20
Other status		Scholar should ask private immigration attorney: www.ailalawyer.com

ADMINISTRATIVE CHANGES

- New invoicing system (Lux) auto generates invoices after conditional approval
 - Email acadvisa@uw.edu to request invoices
- We now accept signed conditional approvals with electronic signatures and supplemental information as PDF documents. Submit documents as one packet:
 - Convert digital documents (Word Docs, etc.) to PDF rather than printing and scanning
 - Limit email attachments to 50 MB or less
 - For files 50 MB and over, use the Manage Files function on the visa request form
- The ISO team now works a largely remote schedule
 - Allow extra time for processing and document routing
 - Highlight time-sensitive visa issues

ISO and USCIS fees as of 06/17/2021

Visa	Expense	Fee	Payable
J-1 New or extension		\$300	ISO
J-2 New or extension		\$300	ISO
J-1 Add'l Year		\$300	ISO
J-2 Add'l Year		\$300	ISO
DS-2019 Reissue		\$65	ISO
H-1B/TN/E-3 New		\$300	ISO
H-1B/TN/E-3 extension		\$300	ISO
H-1B/TN/E-3	I-129 Petition Filing	\$460	US Dept. Homeland Security
H-1B	Anti-Fraud (new app or transfer)	\$500	US Dept. Homeland Security
H-1B/TN/E-3	Premium Processing (optional)	\$2,500	US Dept. Homeland Security
H-4	I-539 Dependent Filing	\$370	US Dept. Homeland Security

WEB FORM DEMO

- We will show you:
 - J-1 & H-1B launch pages
 - Columns and how to sort
 - Search feature
 - Where drafts are located
 - Note: Drafts are auto-deleted after 90 days
 - Actions dropdown
 - Where to locate uploaded information in the Manage Files function

J-1 & H-1B RESOURCES

J-1 Resources

- [J-1 Process Handout](#)
- [J-1 Visa Intake Form](#)
- [J-1 Checklist](#)
- [J-1 Amendment Form](#)
- [J-1 Check-In Information](#)
- [Statement of Compliance for Insurance](#)
- [Out of Country Request Form](#)
- [Request for Family J-2 DS-2019](#)

H-1B Resources

- [H-1B Process Handout](#)
- [H-1B/E3/TN Visa Intake Form](#)
- [H-1B Checklist](#)
- USCIS Employer Letter Templates:
 - [For new petitions or changes of employer](#)
 - [For extensions or changes of title](#)
- Postdoctoral Scholar Letter Templates:
 - [New hire offer letter](#) (updated 8/26/2019)
 - [Reappointment letter](#) (new 8/26/2019)

ADMINISTRATIVE RESOURCES

- [UW Visa Request Instructions](#)
- [Visa Request Launch Page](#)
- [International Scholar COVID-19 Related Updates](#)
- [OAP Updates and Announcements](#)
- [OAP eDigest Archive](#)
- [Training and Administrative Forum Archive](#)

General Email Addresses

- ISO: acadvisa@uw.edu
- AHR: acadpers@uw.edu

Other Resources

- [FedEx](#)
- [UW Procurement Services](#)