VISA TIPS, TRICKS, & CHANGES

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Academic Appointments and Compensation for School of Medicine – Rahimah Carpenter
ABOUT YOUR PRESENTERS

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International Scholars Operations

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Visa Specialist
Academic Appointments and Compensation for School of Medicine
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
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](mailto: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

<table>
<thead>
<tr>
<th>Visa type</th>
<th>Where to look</th>
<th>Who to contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>J-1 or J-1 Academic Training</td>
<td>Most recent DS-2019 #2 Program Sponsor and #4 Exchange Visitor Category</td>
<td>If Program Sponsor is UW AND Exchange Visitor Category is Short-Term Scholar, Research Scholar, Professor, or Specialist: UW ISO (<a href="mailto:acadvisa@uw.edu">acadvisa@uw.edu</a>)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If Program Sponsor is UW AND Exchange Visitor Category is Student: UW ISS (<a href="mailto:uwiss@uw.edu">uwiss@uw.edu</a>)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If Program Sponsor is UW AND Exchange Visitor Category is Student Intern: UW IELP (<a href="mailto:uwvisit@uw.edu">uwvisit@uw.edu</a>)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If Program Sponsor is not UW, scholar should ask the program that issued the DS-2019</td>
</tr>
</tbody>
</table>
## ADMINISTRATIVE TRICKS:
WHERE TO SEND SCHOLARS’ QUESTIONS

<table>
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<tr>
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<th>Who to contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>H-1B, TN, E-3, or O-1 sponsored</td>
<td>Most recent I-797 upper right-hand corner “Petitioner”</td>
<td>If Petitioner is UW/UW ISO (<a href="mailto:acadvisa@uw.edu">acadvisa@uw.edu</a>)</td>
</tr>
<tr>
<td>through UW ISO</td>
<td></td>
<td>If Petitioner is other entity, scholar should contact that entity</td>
</tr>
<tr>
<td>F-1 or F-1 OPT</td>
<td>Most recent I-20 School Information: School Name</td>
<td>If School Name is UW: UW ISS (<a href="mailto:uwiss@uw.edu">uwiss@uw.edu</a>)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If School Name is not UW: scholar should ask the school that issued the I-20</td>
</tr>
<tr>
<td>Other status</td>
<td></td>
<td>Scholar should ask private immigration attorney:</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://www.ailalawyer.com">www.ailalawyer.com</a></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Visa</th>
<th>Expense</th>
<th>Fee</th>
<th>Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>J-1 New or extension</td>
<td></td>
<td>$300</td>
<td>ISO</td>
</tr>
<tr>
<td>J-2 New or extension</td>
<td></td>
<td>$300</td>
<td>ISO</td>
</tr>
<tr>
<td>J-1 Add’l Year</td>
<td></td>
<td>$300</td>
<td>ISO</td>
</tr>
<tr>
<td>J-2 Add’l Year</td>
<td></td>
<td>$300</td>
<td>ISO</td>
</tr>
<tr>
<td>DS-2019 Reissue</td>
<td></td>
<td>$65</td>
<td>ISO</td>
</tr>
<tr>
<td>H-1B/TN/E-3 New</td>
<td></td>
<td>$300</td>
<td>ISO</td>
</tr>
<tr>
<td>H-1B/TN/E-3 extension</td>
<td></td>
<td>$300</td>
<td>ISO</td>
</tr>
<tr>
<td>H-1B</td>
<td>Anti-Fraud (new app or transfer)</td>
<td>$500</td>
<td>US Dept. Homeland Security</td>
</tr>
<tr>
<td>H-1B/TN/E-3</td>
<td>Premium Processing (optional)</td>
<td>$2,500</td>
<td>US Dept. Homeland Security</td>
</tr>
</tbody>
</table>
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