

Name: \_\_\_\_\_

## YOUR H-1B APPROVAL NOTICE

Attached is your H-1B approval notice, Form I-797. This form is issued by the U.S. Citizenship and Immigration Services (USCIS) and confirms that your H-1B status is valid for the dates noted on the form. Notification of your H-1B approval has been sent to your department, laboratory, or center headquarters, Payroll, and Human Resources. A photocopy of the approval notice has also been sent to your department, laboratory, or center headquarters.

- **Remove the lower right portion of the Form I-797 ONLY (the I-94 Departure Record).** This portion states, "Please tear off Form I-94 Printed below, and staple to original I-94 if available." Staple this new I-94 to the white I-94 card already in your passport. Keep the rest of the H-1B approval notice intact and in a safe place. You should not detach the lower left portion, even though it states to detach it for your records.
- **If your department, title, salary, full-time/part-time status, or responsibilities change,** please contact the ISchO immediately. A new H-1B petition may be necessary.
- **If you lose the H-1B approval notice,** contact the ISchO immediately. It may take up to six months to obtain a replacement from USCIS, with an additional required fee.
- **If you complete, withdraw, or resign from your appointment before the expiration of your current H-1B status,** it is essential that you send a written notice to the ISchO at [iso@mit.edu](mailto:iso@mit.edu). Please provide the exact date of termination and the reason.

### Travel out of the United States during the Validity of Your H-1B Status

If you travel out of the United States while your H-1B status is valid, you will need to bring the original approval notice with you. Additionally, we recommend that you bring the documents outlined in the *Obtaining an H-1B visa stamp* section below. Consult with an advisor in the ISchO before traveling. When you leave the United States, both your original (white) Form I-94 and the updated I-94 (the lower right section of your H-1B approval notice that you attached to the original I-94) will be removed from your passport. A new I-94 will be issued to you when you return to the United States.

### *Obtaining an H-1B Visa Stamp*

Unless you are a Canadian citizen, if you do not have an H-1B entry visa stamp in your passport or if your H-1B visa stamp has expired, you (and any H-4 dependents traveling with you) will need to apply for an H-1B visa stamp at a U.S. Embassy or Consulate outside the United States. Exceptions may apply for short trips to Canada or Mexico. See <http://web.mit.edu/scholars/automatic.html> for details.

When applying for your H-1B visa stamp, you will need to present the following documents to the U.S. consular officer:

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- Your passport that is valid for at least six months into the future
- The original H-1B approval notice (Form I-797)
- A photocopy of the Labor Condition Application
- A photocopy of Form I-129 (H-1B petition to USCIS)
- A letter from your department, laboratory, or center stating that you are employed temporarily, your title, and your annual salary; giving the same dates listed on the H-1B approval notice (Form I-797); and describing, in non-technical terms, your research and/or teaching
- Your most recent MIT paycheck stubs (if applicable)
- A photocopy of your diploma (include translation to English if required)
- A copy of your most recent CV
- The waiver of two-year home residence requirement [212e] (if applicable)

Additionally, we recommend that you review our most recent Travel Advisory at <http://web.mit.edu/scholars/advisory> well in advance of your travels.

It is also advisable that you check with the U.S. Embassy or Consulate in the country to which you are traveling ahead of time to determine whether any other documents (such as photographs) are necessary and whether a fee is required. You may also be able to get an estimate about the length of time that is needed for H-1B visa issuance at that location. You can link to any U.S. Embassy/Consulate at the Department of State website: <http://www.usembassy.gov/>.

If your H-4 dependents will travel separately from you, please contact the ISchO for information about H-4 visa issuance.

If you are traveling to Canada, please contact the ISchO or consult the following websites for more information:

- Travel to Canada for Non-Canadians: <http://web.mit.edu/scholars/travelca.html>
- Automatic Extension of Visas: <http://web.mit.edu/scholars/automatic.html>