

Carnegie Mellon University

Office of International Education

5000 Forbes Ave, Warner Hall 3rd Floor, Pittsburgh, PA 15213

Phone: (412) 268-5231 • Email: oie@andrew.cmu.edu • Web: www.cmu.edu/oie

Date:

Subject: H-1B Approval Notice

Dear _____,

Keep these attached H-1B documents permanently in a safe place:

- your original I-94 departure card (staple in passport over current I-94 card),
- a copy of the Form I-797 Approval Notice for your H-1B status,
- a copy of your approved Labor Condition Application (LCA), and
- a copy of Form I-129 (petition for H classification).

CMU Processing. (1) Present these documents to the Foreign Scholar Coordinator or Business Manager in your department. (2) Present these documents with your passport and social security number to the CMUWorks Service Center, in the UTDC building at 4516 Henry Street between 8:45 AM and 4:45 PM to complete the I-9 form. The UTDC Bldg. is a grey building with blue trim that is one building from S. Craig Street on Henry St.

Visa application. You must have a valid H-1B entry visa in your passport to re-enter the U.S. in H-1B status after foreign travel (Canadians are exempt from this requirement). H-1B visas are obtained only at U.S. consulates outside of the U.S. Carry the attached documents for consular review. Also carefully review the US State Department's general guidance as well as the information on the website of the Embassy/Consulate where you will apply for the visa. <http://travel.state.gov/content/visas/en.html>

Foreign Travel Letter. If you travel out of the U.S. during your H-1B employment, you should carry a letter confirming your ongoing relationship with the University. If you will be applying for a visa, the letter should specify your salary as well as a brief description of your job duties, in plain non-technical language. Also carry your valid passport and the attached H-1B documents.

Change of Address. U.S. law requires you to report your new or changed permanent home address to the Department of Homeland Security (DHS) within 10 days of moving to your address and every time that you move or change home address within the U.S. H-1B scholars and family members can find address reporting instructions at: <http://www.uscis.gov/addresschange>

Travel and I-94. After each entry to the US, you must check your I-94 (arrival record) and either print or save a copy for your records. If the record cannot be found or if the end date does not match your H-1B approval notice, notify OIE immediately. The I-94 record can be accessed at <http://www.cbp.gov/i94>

If you have any questions, call me at 412-268-5231 or send e-mail to lgentile@andrew.cmu.edu.

Sincerely,

Linda Gentile, Director and Foreign Scholar Advisor
Attachments: Original I-94 card, I-797 copy, LCA, I-129

By signing below, you confirm receipt of the above listed H-1B related materials and information regarding travel.

Scholar Signature

Date