

## GUIDANCE TO H-1B EMPLOYEES

This is a summary of the terms and conditions associated with your H-1B nonimmigrant status. This is meant only as a general overview.

### EMPLOYMENT WITH THE CAHOLIC UNIVERSITY OF AMERICA

Pursuant to the H-1B petition filed by The Catholic University of America on your behalf, your employment is limited to that described in the petition. Thus, your hours, worksite(s), salary, job title, job duties and responsibilities are not subject to change. Should a change be needed, it must first be discussed with the International Student and Scholar Services prior to taking effect in order to determine whether an amended H-1B petition or action is necessary under the circumstance.

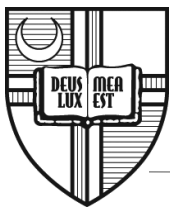
Your authorization to work is limited to The Catholic University of America and for the period which the H-1B petition was approved. Should your employment with the Catholic University of America terminate for any reason prior to the expiration of your H-1B status, the Catholic University of America is obligated to notify the U.S. Citizenship and Immigration Services.

### CONCURRENT EMPLOYMENT

As a full-time employee of the university, your primary employment responsibility is to the university. If an H-1B employee of The Catholic University of America wishes to work *concurrently* for another employer, that second employer must file an H-1B petition on behalf of the employee. Further, any secondary employment must be in accordance with university policy and is subject to an institutional approval.

### H-1B TIME

In accordance with the H-1B petition filed by The Catholic University of America on your behalf, your H-1B nonimmigrant status is valid until the date listed on your I-797A approval notice. Generally, H-1B status may be extended for up to six years total. Only that time spent in the U.S. while in H-1B status counts against that six-year limit. Thus, it is advisable to keep legible photocopies of any passports stamps, boarding pass, itineraries issued to you in the event that may be used to document your time abroad. Under certain circumstances, H-1B status may be extended beyond the six-year limit if certain timely steps have be undertaken to obtain permanent resident status.



Please note that there is no grace period upon expiration of H-1B status. When traveling, an immigration official *may* add ten (10) days to the “until date” on your electronic or print I-94 department record, but that does not authorize you to work during those additional 10 days. Instead, that time is provided so that you may prepare for your departure from the U.S. Staying beyond your authorized stay in the U.S. may result in significant consequences, including removal from the U.S. and permanent ineligibility to enter the U.S.

### LABOR CONDITION APPLICATION

As required by federal law, you have been provided a copy of the certified Labor Condition Application, which is a mandatory step in the H-1B petition process.

### TRAVEL

An immigration official will record your entry by air or sea to the U.S. in an electronic system maintained by U.S. Customs and Border Protection (CBP). You can retrieve your entry record and I-94 number at <https://i94.cbp.dhs.gov/i94/#/recent-search>. You should verify as soon as possible that the information in the record is correct. Typically, CBP no longer issues a paper I-94 Departure Record unless arriving by land, but an immigration official should still stamp your passport indicating: (1) the date of your admission; (2) status upon admission; and, (3) your “admitted until” date. Please take care to review that stamp for accuracy before leaving the presence of the immigration official.

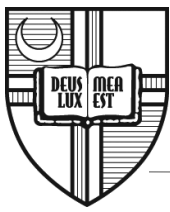
Whenever traveling outside the U.S., it is your responsibility to ensure that you have the proper documentation, including an H-1B visa stamp, if applicable. Upon your return to campus, please be sure to provide International Student and Scholar Services with a copy of your new electronic or print I-94 Departure Record as well as a copy of any new visa stamp and entry stamp.

### DUAL INTENT

In general, individuals seeking to enter the U.S. must demonstrate an intent to remain in the U.S. temporarily. The doctrine of dual intent provides that she or he may have a short-term intent to remain in the U.S. as well as desire to remain on a permanent basis. The doctrine of dual intent is not applicable to most nonimmigrant categories, but is recognized by USCIS for the H-1B nonimmigrant category. For example, the beneficiary of an H-1B nonimmigrant petition is not deemed to have the intention to abandon his or her foreign residence merely because he or she is also the beneficiary of an immigrant petition.

### HONORARIA

H-1B employees are not eligible to receive honoraria, but may be reimbursed for travel and lodging.



### CHANGE OF ADDRESS

Most non-U.S. citizens must report a change of address within 10 days of moving within the United States or its territories. It is your responsibility to timely notify USCIS of any new home address for you and your dependents. Please see: <https://www.uscis.gov/addresschange>. Please also notify Human Resources.

### DEPENDENTS

The spouse and unmarried children (under age 21) of an H-1B employee may be eligible for H-4 nonimmigrant status. An individual in H-4 status is not authorized to work, but may attend school.

Should your dependents in the United States need to extend their H-4 status or change their status to H-4, they will need to prepare and file with USCIS an I-539 Application to Change Nonimmigrant Status. Please see <https://www.uscis.gov/> for the necessary form and instructions on completing the application. If your dependents are not in the United States and wish to enter in H-4 status, they will need to apply for the H-4 stamp (if applicable) at a U.S. Consulate and provide evidence at that time of your current H-1B status.

### DRIVER'S LICENSES

The Department of Motor Vehicles is charged with issuing driver's licenses to residents of District of Columbia participates in the SAVE program, which is an inter-governmental information service initiative used to verify the immigration status of foreign nationals applying for a driver's license. For information on the application process and a list of local offices, please visit the following websites:

- DC residents  
[www.dmv.dc.gov](http://www.dmv.dc.gov)
- Maryland residents  
[www.mva.maryland.gov](http://www.mva.maryland.gov)
- Virginia residents  
[www.dmv.state.va.us](http://www.dmv.state.va.us)

### TAXES

As required by law, The Catholic University of America will withhold federal and District of Columbia income taxes from your salary unless you are eligible for exemption under an applicable treaty between the U.S. and your home country. Please contact Human Resources should you have any questions regarding withholding. It is your responsibility to ensure that you comply with federal and state tax law.