

Please review the items listed below carefully. **You are responsible** for following these rules and regulations. By signing at the bottom of the list you are stating that **you understand the consequences if you fail to follow these rules and regulations**. If you need further clarification of any issues stated below, please ask UCI's International Center staff.

I understand that it is **my responsibility** as an H-1B status holder **to adhere to the following**:

1. It is illegal for me to work for another employer using UCI's approved H-1B petition because my H-1B status is employer-specific. I will notify the International Center (IC) prior to any changes in my UCI appointment, including changes in title, duties, percentage of appointment, salary and/or location, etc., as it may be necessary to file a new/amended petition with the USCIS. If I wish to change jobs or to accept additional employment, consultant fees, or honoraria, I will consult with IC in advance to avoid jeopardizing my legal status. Regarding the reimbursement for transportation and/or expenses for activities at another institution, such as giving a lecture, traveling to a conference, etc., I will consult with IC in advance/before the activity takes place.
2. I must inform UCI's International Center staff of any changes in my employment as soon as I have knowledge that the change is imminent. (For example, a person who obtained H-1B status for a researcher position is asked to teach a course as a lecturer; or a person who obtained H-1B status to work in one department plans to move to another department.)
3. If I intend to travel outside of the U.S., it is imperative that I contact the UCI's International Center staff for visa instructions and necessary documentation.
4. If I intend to travel outside of the U.S., and I do not possess a valid H-1B visa stamp in my passport, I must apply for a new H-1B visa stamp from a U.S. consulate or embassy prior to my re-entry to the U.S.
5. If I attempt to obtain a visa as a third country national in Canada or Mexico, and my application is refused or remains pending, and I do not have a valid visa in my passport, I understand that I cannot legally re-enter the U.S. from Canada or Mexico.
6. I understand that if I must apply for a new H-1B visa stamp in my passport to authorize my re-entry to the U.S., there is a risk of a delay in my obtaining the visa because of security checks by government agencies. The delay may be from a few weeks to several months.
7. If I am traveling outside the U.S., I must have the original Form I-797, H-1B Approval Notice, with me when I re-enter the U.S.
8. After every trip outside the U.S., I must return Form I-797, H-1B Approval Notice, to the UCI's International Center, and provide a printout of my new I-94 admission record and entry stamp from passport.
9. I must keep my passport valid at all times.
10. I must make sure my department submits an application to extend my H-1B status in a timely manner, no later than 9 months before the H-1B petition expires.
11. If I plan to leave UCI's employment, I must inform the UCI's International Center staff immediately.
12. I understand that if my employment is terminated before the expiration date of the H-1B petition filed on my behalf, I do not have a grace period. I understand that I must leave the U.S. or apply to USCIS for valid status by the UCI's separation date in order to stay in the U.S. legally.
13. Some H-4 dependents can be authorized for employment authorization.
14. If I am changing my place of residence in the U.S., I must inform the United States Citizenship and Immigration Services (USCIS), Department of Homeland Security, within 10 days of such change. I will also report this information for my dependents here with me. I understand that I have to fill out Form AR-11 to report the address change to the USCIS.

I certify that I have read and understand the information listed above, and I have received a copy.

Name (Print)

Date

Signature of H-1B Holder

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