

H-1B Workshop

Connie Jesse Lira, Assistant Director for Faculty and Scholar Immigration

Mimi Lemma, International Faculty and Scholar Advisor

Siemy Khan, Coordinator

Merced Ada, Workday Analyst

Moderator – Carly Park, Program Specialist



Today's Objectives

- Pre-iTerp Tasks in Workday
- Position Information & Prevailing Wage Determination
- Department Chair Letter
- Actual Wage Determination
- Department's tasks and responsibilities
- View the H-1B application process [here](#)



What is H-1B?

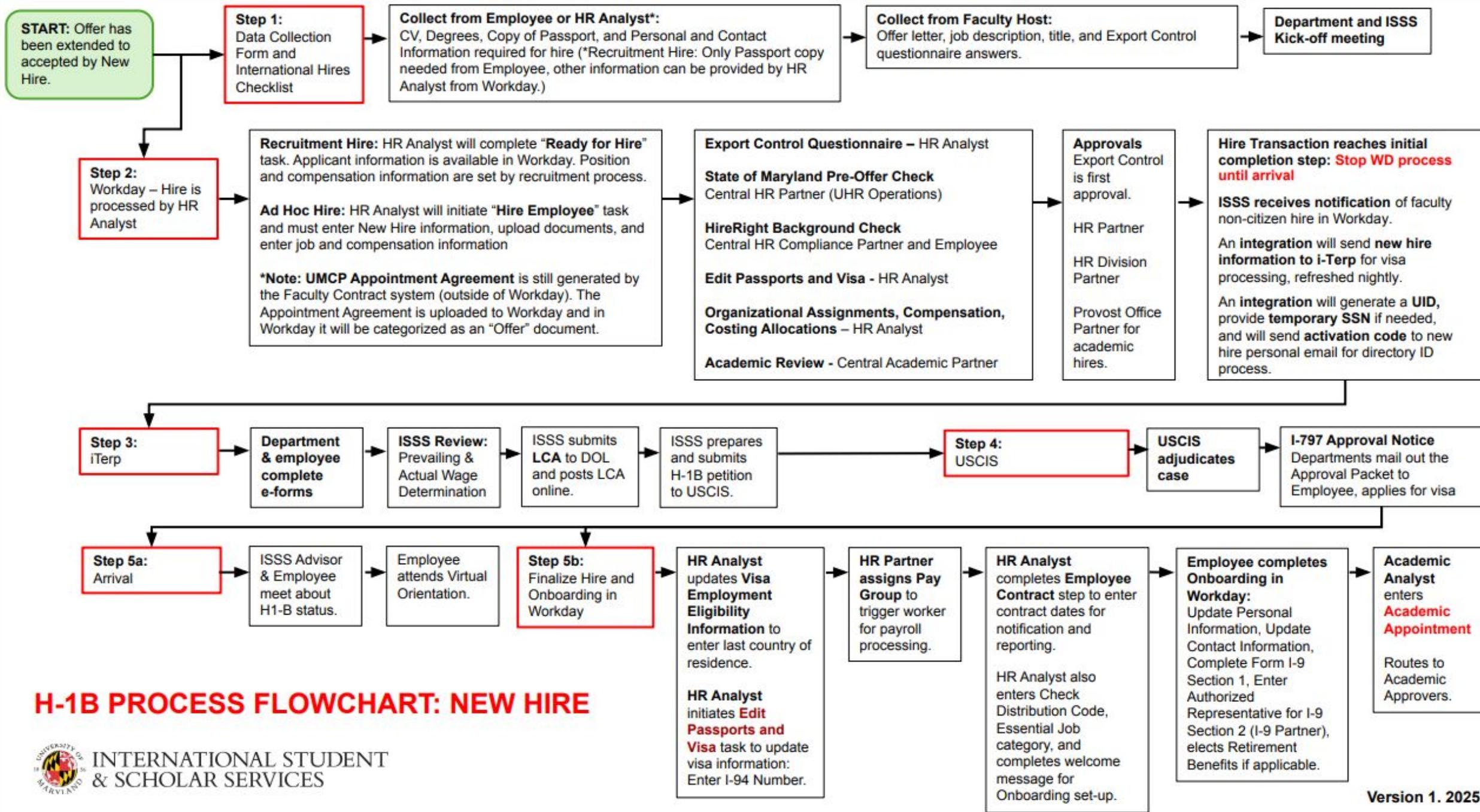
- Allows UMCP to hire foreign nationals to come to the U.S. temporarily to perform services in a specialty occupation
- Used for academic positions that qualify as specialty occupations, such as lecturers, faculty and researchers. Staff positions are handled by university's Human Resources.
- UM must file the H-1B petition; prospective employees cannot obtain H-1B visas on their own



Characteristics of H-1B

- Employer-specific
- Job-specific
- Maximum of 6 years
- Minimum of a Bachelor's Degree in a Specialty Occupation
 - Position requires specialized knowledge, skills and education.
- Part-time employees must work:
 - 10 hours/week minimum for teaching positions
 - 20 hours/week minimum for research positions
- 9-month appointments are limited to teaching positions
 - For Fall 2025, start date is 08.10.2025
 - New, incoming hires

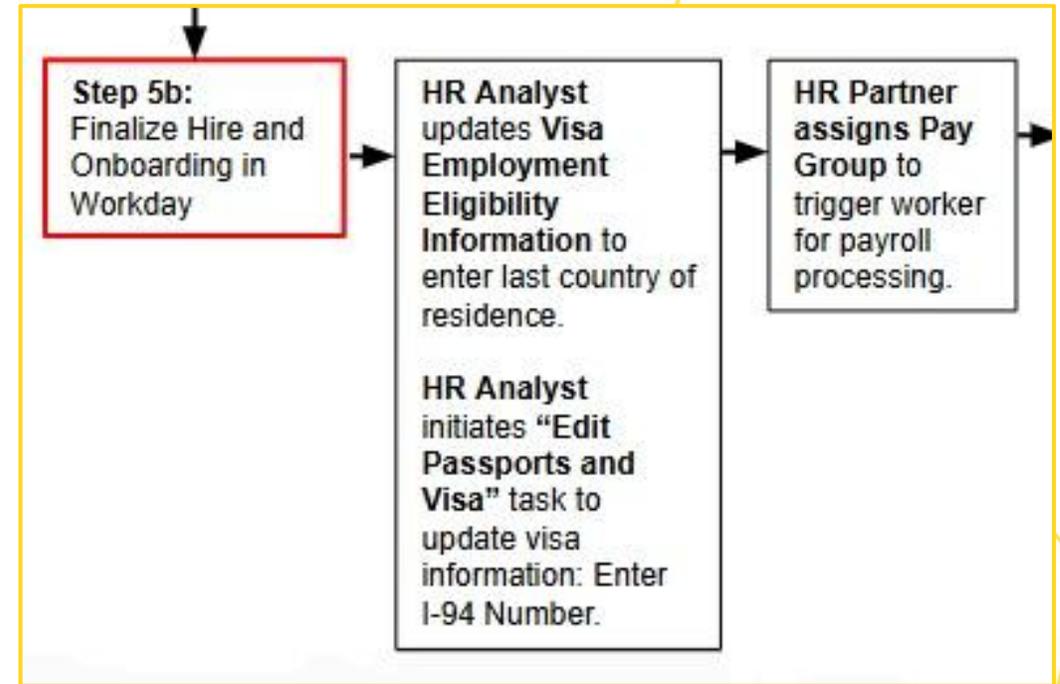




H-1B PROCESS FLOWCHART: NEW HIRE

When to Complete Step 5b.

- These steps should only be completed in Workday upon arrival and confirms that the new hire is ready for payroll processing.
- Visa Employment and Eligibility Information must be completed first by HR Analyst.
- Assign Pay Group must be completed by HR Partner.
- Both steps must be completed in order to receive pay.
- Completing these steps prior to arrival will result in overpayment if start date is incorrect.



Visa and Employment Eligibility Information

Complete To Do Update Visa and Employment Eligibility Information

For [Supervisory Organization is Listed Here](#)

Overall Process Hire: [Worker Name is Listed Here](#)

Overall Status Successfully Completed

Due Date 03/02/2025

Instructions **Once the Worker arrives**, update relevant Visa fields in the Visa and Employment Eligibility Information section:

Steps:

1. Navigate to the Worker Profile
2. Go to the Personal Tab, then click Additional Data.
3. Click Edit under **Visa and Employment Eligibility Information**, and fill out the fields accordingly.
- 4. Come back to this Inbox item and click Submit.**

enter your comment



Submit

Save for Later

Close

Edit Additional Data

Worker Name listed here



Custom Object Visa and Employment Eligibility Information

Visa and Employment Eligibility Information

Last Country of Residence Prior to US

Arrival Date

Employment Eligibility Expiration Date

DS-2019/I-20 Category

Permanent Resident Number

International Paperwork Received by Department

International Paperwork Received by Payroll

OK

Cancel



INTERNATIONAL STUDENT
& SCHOLAR SERVICES

Assign Pay Group

☆ ⚙️ 📄 Created: 02/28/2025 |

Assign Pay Group

Event

For Worker Name and Position is listed in this line

Proposed Supervisory Organization

Effective Date

Current Pay Group

Proposed Pay Group

- UMCES Faculty/Staff
- UMCES Hourly
- UMCES NRA Non-EE
- UMCP Faculty/Staff
- UMCP Hourly
- UMCP NRA Non-EE
- UMES Faculty/Staff
- UMES Hourly
- UMES NRA Non-EE
- USMO Faculty/Staff
- USMO Hourly

* Search

× UMCP Faculty/Staff

What happens if the start date changes?

- The new hire will NOT receive pay as long as the Eligibility step and Pay Group step are NOT completed.
- Enter a Termination, using the same effective date as the Hire Date and reason: Incorrect Start Date. Enter information in Comments such as new start date.
- Process a New Hire with the new start date, new document attachments, etc.
- Use "Search for Existing Pre-Hire" and enter name or UID. Termination transaction must be completed and new start date must be after Termination Date.
- Enter information in Comments for approvers. For example: Re-entering hire due to visa and start date change. No changes to job or compensation, only start date. This hire was previously effective X, completed background check and previously approved by Provost.

If this is a retroactive date change, if the Eligibility steps and Pay Group steps were incorrectly completed prior to arrival, and or/if Pay was issued:

- ❖ Enter a Termination as soon as possible. The termination date will depend on Pay Calculations end date. The system will provide an error with the earliest possible termination date.
- ❖ Process New Hire with new start date, documents, and comments after Termination transaction is completed. Use Existing Pre-Hire record.
- ❖ Complete the applicable Payroll action such as Overpayment Recovery, Check Cancellation. etc. Consult Payroll Services as needed.



Visa Screen in Workday

Graduate Student Hourly

Actions

Team

- Summary
- Overview
- Job
- Compensation
- Pay
- Benefits
- Absence
- Contact
- Personal**
- Performance
- Career

Less (3)

Personal Information Names **IDs** Documents Additional Data

Edit

Employee ID 1 item

Employee ID

9 digit UID is generated or returned here. If UID is less than 9 digits: Review First Name, Last Name, DOB, and Home Email before submitting a case.

SSN is a Type of National ID. National ID is a Type of Government ID. **EDIT GOVERNMENT ID** is the task to enter or update.

National IDs 1 item Leave Blank during hire to return Temp SSN. Update when SSN is available for verification by Payroll Services.

Country	National ID Type	Identification #	Issued Date	Expiration Date	Issued By	Series	Verification Date	Verified By
United States of America	Social Security Number (SSN)	Temp SSN appears AFTER Hire. Edit when SSN is issued.						

Passports 1 item

Country	Passport ID Type	Identification #	Issued Date	Expiration Date	Verification Date	Verified By
China	Regular		05/02/2024	05/02/2034	02/16/2025	

Passports and Visa are a joint step. This step will fire during a hire for a Non-Citizen. Passports is not required. Visa is required. To update, use **EDIT PASSPORTS AND VISA**.

Visas 1 item

Country	Visa ID Type	Identification #	Issued Date	Expiration Date	Verification Date	Verified By
United States of America	F1 - Foreign Student	000 when in process. Update after visa process is complete.	06/05/2024	06/03/2029	02/16/2025	

Other IDs 1 item

Other ID Type	Organization	Description	Identification #	Issued Date	Expiration Date
Directory ID			Directory ID is populated by integration. This can NOT be edited in Workday.		

Visa Instructions in Workday

BEFORE YOU START

Review applicable Job Aid(s):

- [Job Aid: Edit Passports and Visa](#)

Entering or Updating a Visa:

Hire:

- Enter the applicable Visa Type to be used for visa process.
- Enter "000" in the Visa Number when the visa is in process or not yet known.

Outside of Hire/Ad Hoc:

- Upon approval of visa application for new hire, update **Visa Number** with the **I-94 number**.



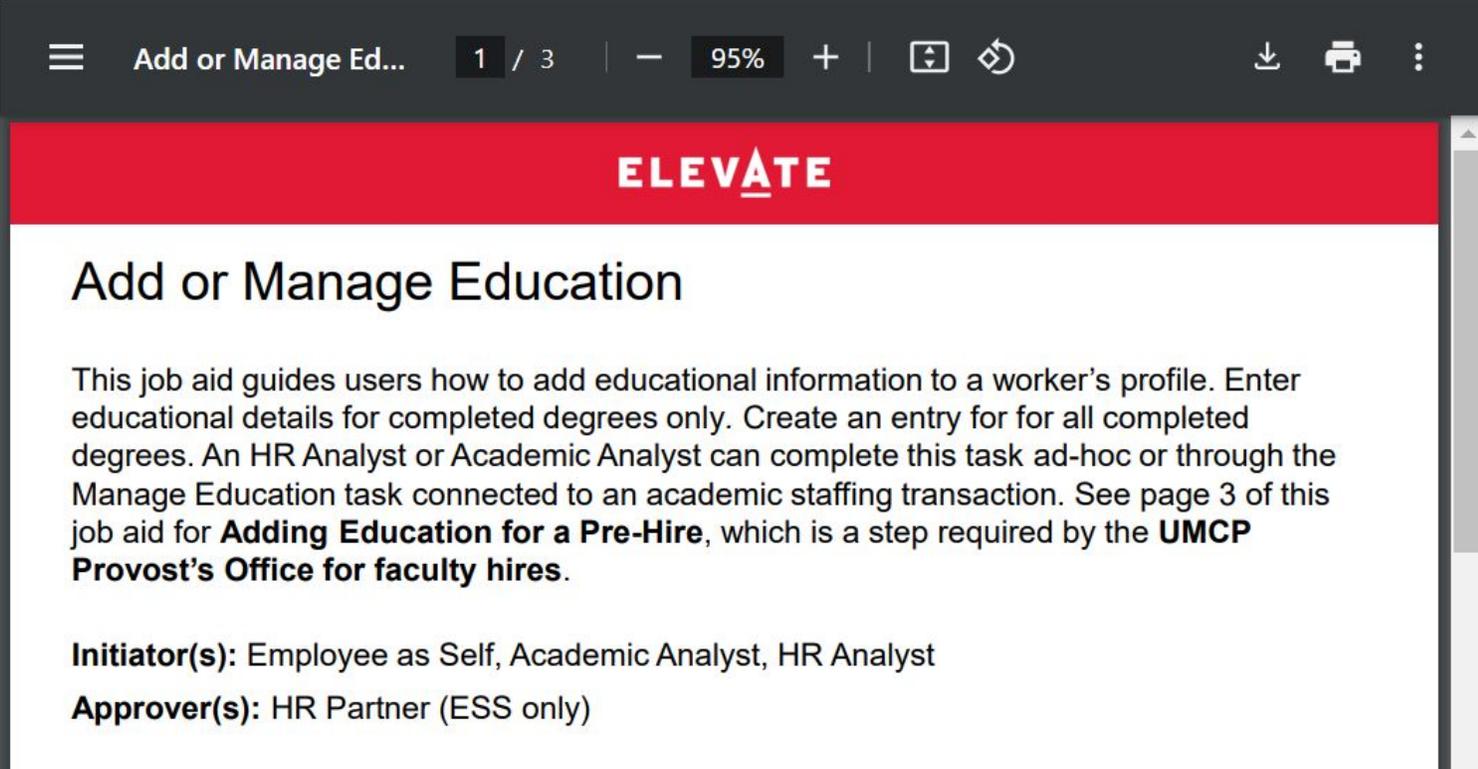
Workday – Hire/Visa Steps

- Meet with ISSS H1B Strategy Meeting - Determine start date
 - ISSS is advising start dates are at least 6 months out
- HR Analyst initiates Hire & Upload Contract
 - Include ALL earned degree information
- Export Control (Long/Short Questionnaire)
- MD Pre-Offer check and Hire Right Background Check
- HR Analyst enter Passport/Visa details
(Enter visa type, Enter "000" for visa number field while visa is in process and upon approval update visa number with I-94 number)
- HR Analyst enters compensation/funding etc. for approvals (during Hire process)
- Integration of visa information is sent to Sunapsis (iTerp) overnight
- Visa Coordinator start iTerp process



Add or Manage Education Job Aid

- All previously earned education is required in Workday.
- Please follow the Job Aid [here](#) to make sure the hire's profile is complete.



The screenshot shows a web browser window displaying a job aid page. The browser's address bar shows the title 'Add or Manage Ed...' and page navigation '1 / 3'. The page features a red header with the 'ELEVATE' logo. The main heading is 'Add or Manage Education'. The body text explains that the job aid guides users on adding educational information to a worker's profile, specifically for completed degrees. It notes that HR Analysts or Academic Analysts can complete this task ad-hoc or through a Manage Education task. A reference is made to page 3 of the job aid for 'Adding Education for a Pre-Hire', which is required by the UMCP Provost's Office for faculty hires. At the bottom, it lists the 'Initiator(s)' as Employee as Self, Academic Analyst, or HR Analyst, and the 'Approver(s)' as HR Partner (ESS only).

1 / 3 | 95%

ELEVATE

Add or Manage Education

This job aid guides users how to add educational information to a worker's profile. Enter educational details for completed degrees only. Create an entry for for all completed degrees. An HR Analyst or Academic Analyst can complete this task ad-hoc or through the Manage Education task connected to an academic staffing transaction. See page 3 of this job aid for **Adding Education for a Pre-Hire**, which is a step required by the **UMCP Provost's Office for faculty hires**.

Initiator(s): Employee as Self, Academic Analyst, HR Analyst
Approver(s): HR Partner (ESS only)



Academic Affairs – Appointment Agreement

- HR Analyst creates Faculty Contract Agreement on Faculty Affairs website (same process as current state)

[UMCP Faculty Agreement](#)

(<https://faculty.umd.edu/appt/appointment-agreements>)

- Signed Contract Agreement is uploaded as attachment in Workday as part of the Hire process



Export Control for Non-Citizen Hire

When the Hire's citizenship is neither a US Citizen or Permanent Resident:

- The HR Analyst completes the Initial Hire Screen questionnaire regarding duties and responsibilities.
 - Depending upon the information provided in the initial questionnaire, completes the **Short** or the **Long Questionnaire** and it is forwarded to **Export Control** for review.
- H1B: Long Questionnaire is **required**
 - If a current hire is changing status from F1 to H1B and did not have ECO previously, please make sure that it is completed for their new status.



Workflows: Export Control

- When the Hire's citizenship is **neither a US Citizen or Permanent Resident**, a questionnaire is sent to the HR Analyst in Workday as an Initial Screen for Hire.
- The HR Analyst works with the **Faculty Host** to complete the questionnaire.
- Once completed, a new long or short questionnaire arrives as an item in My Tasks, depending on the responses to the Initial Screen for Hire questionnaire.

Complete Questionnaire

'Export Control Initial Screen' for Hire: Pascal Professor - Associate Professor Emeritus

Export Control Initial Screen

The UMD appointment process includes a check point for the Export Compliance Office to "screen" individuals who are neither a Citizen or Permanent Resident (a.k.a. "Green Card") of the US to ensure the University is in compliance with any applicable US export laws. The UMD Export Compliance Office checks the name of the individual and the individual's foreign employer (if applicable) against a US government database of sanctioned countries, entities, and individuals. In addition to the database check, the UMD Export Compliance Office reviews that Questionnaire responses. The purpose of the screening and Questionnaire is to verify that there are no sanctions or export control licensing requirements applicable to the visit. *It is essential that the faculty host, who has knowledge and oversight over the visit, provide the answers to the Questionnaire questions. If you are entering the request on behalf of the Host, please ensure you keep a record of the responses that they have provided.*

Please allow a three workday turnaround time for processing. The UMD Export Compliance Office may require additional time if there is an issue with the individual or entity screened.

Please send questions and requests to expedite the screening process to export@umd.edu.

Will the Foreign Person be involved in scientific research, or have access to research labs or network drives that are used to store unpublished research data? (Required)

Yes

No

Will the Foreign Person be the subject of an H-1B, H-1B1 Chile/Singapore, L1, or O-1A nonimmigrant worker petition to be filed by UMD? (Required)

Yes

No

Foreign Credential Evaluation

- If the employee's highest qualifying degree was earned abroad, a foreign credential evaluation will be required. Direct the foreign national to [this website](#) for detailed instructions on how to obtain an evaluation
 - All degrees (bachelor's, master's, and PhD) must be provided along with translations
 - CV
 - Transcripts

Note: Current J-1 Exchange Visitors changing status to H-1B may need a credentials evaluation

Forms To Be Completed By The Employee

- REQUIRED
Biographical Information
- REQUIRED
Educational & Employment History
- REQUIRED
Current Immigration Status
- OPTIONAL
Prior Participation in H, J, or L Visas and Permanent Residency
- REQUIRED
Dependent Spouse & Children
- NOT YET AVAILABLE
Notify My Department of Form Completion

FORMS TO BE COMPLETED BY THE DEPARTMENT

- REQUIRED
Applicant Access
- REQUIRED
Position Information and Prevailing Wage Determination
- REQUIRED
Actual Wage Determination
- REQUIRED
Departmental Responsibilities
- REQUIRED
LCA Posting Locations
- REQUIRED
Petition Fees and Mailing
- NOT YET AVAILABLE
Complete H-1B/E-3 Request

iTerp

- Wait overnight after Workday processing
 - Email Address must be HOME EMAIL to generate a UID
- Log into the GlobalProtect VPN
- Log into [iTerp](#)
- Go to "Departmental Services" on the left
- Click on "H-1B/E-3 Employee Initial Request"
 - Do NOT "Add a New Person" in iTerp
- Input the beneficiary's UID and date of birth
- Complete the e-forms



Prevailing Wage and Position Information

- The prevailing wage is the:
 - Average salary paid to most workers
 - in a specific occupational field
 - In a geographic area
- Determines the prevailing wage
- Use the position description from job ad/workday to complete the e-form and finalize Department Chair letter
 - Job description and requirements should be consistent

Determining the Prevailing Wage

Factors to consider

- Title
- Degree Level
- Years of Experience
- Specialized Skills
- Supervisory/management duties
- Is travel required?

Caution:

- Do not tailor job description to employee's CV and field of study



Activity: iTerp Demo



Department Tasks: Department Chair Letter

Department uploads the H-1B support letter on department letterhead, signed by the Department Chair, including the following items:

- Title with detailed description of duties of the position - must require specialized skills, knowledge and education
- Required qualifications of the position (degrees/experience)— different than employee's qualifications!
- Salary
- Desired dates of employment (must match dates in iTerp)
- How the prospective employee meets the required qualifications of the position
- Statement that the department will pay return transportation if employee ~~is dismissed~~ before H-1B status ends

Check for consistency with job offer and iTerp submission!

- ✓ Use [template](#) for Department Chair letter
- ✓ Start & End Dates
- ✓ Salary
- ✓ Minimum Job Requirements
- ✓ Job Duties



Impact of Modernization Ruling

The Department of Homeland Security published a final rule, *Modernizing H-1B Requirements*, which became effective January 17, 2025.

The rule revises the definition of “specialty occupation” and codifies provisions for third-party placement, amendments, and provides deference to previously approved petitions.

- A position may qualify as a specialty occupation even when the employer requires a range of qualifying degree fields as long as the fields are “directly related” to the duties of the position.



Actual Wage Determination

- The actual wage is the wage rate paid to all individuals with similar experience and qualifications
- This e-form asks the department to identify individuals who hold the same title within the department with similar experience and qualifications and then document the *UID, salary, and reason for higher salary*

Note: The actual wage is the base salary only—no benefits or retirement included

When an employee in your comparable pool has a higher salary:

Factors to consider

- Title
- Degree Level
- Years of Experience
- Specialized Skills
- Supervisory/management duties
- Publication record

Factors **NOT** to consider

- Negotiation
- Grant Limitations
- Salary Compression/Market Analysis



Activity: iTerp Demo



Labor Condition Application (LCA)

- Employer attestation to the Department of Labor that we are paying at least the higher of the prevailing and actual wages
- Current processing time for certification is 7-10 days
- LCA posting is done online through UHR & ISSS websites
 - If there is offsite employment the LCA will also need to be posted at that site.
- Sent to department for review for accuracy
- Employee must receive the certified LCA before the first day of employment



Department Tasks: Request Checks for H-1B Fees

Fee	When to Pay
\$460	Base fee (All I-129 H-1Bs)
\$500	Fraud Prevention fee (Only initial, transfer, or concurrent)
\$2,805	Premium Processing fee (optional)
\$470	Paid by the FN (H-4) – paper filing fee

- Department requests checks through Working Fund
- WFC Request on Workday:
 - In search bar type "Request payment"
 - Click "Request a Payment for Maryland Procurement & AP"
 - Click "Working Fund Requests"
 - Request Type: "All Other Working Fund Requests"
- Processing time is 2-4 weeks
- Drop off at ISSS front desk as soon as possible



Department Tasks: Credit Card Payment

- Departments may use a credit card to pay USCIS fees: Form G-1450
- **Please confirm with procurement and your unit before using this payment method**
- Fill out a separate form for each payment amount: \$460, \$500, and \$2,805.
 - ISSS will let you know which amounts are needed on a case to case basis
- Please leave "University of Maryland" under the Petitioner's Information section and fill out the Credit Card Billing and Card Holder's information.
- Email ISSS the scanned copies of the signed forms with the cardholder's signature; **must be a wet hand-written signature**
- **Please keep the original copies in your file for the records.**





Authorization for Credit Card Transactions
 Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form G-1450

How To Fill Out Form G-1450

1. Type or print legibly in black ink.
2. Complete the "Applicant's/Petitioner's/Requester's Information," "Credit Card Billing Information," and "Credit Card Information" sections and sign the authorization. NOTE: The credit card must be issued by a U.S. bank.
3. Place your Form G-1450 ON TOP of your application, petition, or request package.

NOTE: Failure to provide the requested information may result in USCIS and your financial institution not accepting the payment. USCIS cannot process credit card payments without an authorized signature.
 NOTE: Please see the USCIS Form G-1450 website for additional information.

We recommend that you print or save a copy of your completed Form G-1450 to review in the future and for your records.

By completing this transaction, you agree that you have paid for a government service and that the filing fee, biometric services fee and all related financial transactions are final and not refundable, regardless of any action USCIS takes on an application, petition, or request. You must submit all fees in the exact amounts. USCIS will charge your credit card up to the amount you authorize below. Please refer to the form(s) you are filing for additional information, or you may call the USCIS Customer Contact number at 1-800-375-5283. For TTY (deaf or hard of hearing) call: 1-800-767-1833.

Applicant's/Petitioner's/Requester's Information (Full Legal Name)			
Given Name (First Name)	Middle Name (if any)	Family Name (Last Name)	
Credit Card Billing Information (Credit Card Holder's Name as it Appears on the Card)			
Given Name (First Name)	Middle Name (if any)	Family Name (Last Name)	
Credit Card Holder's Billing Address:			
Street Number and Name	Apt. Ste. Flr.	Number	
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
City or Town	State	ZIP Code	
	<input type="text"/>	<input type="text"/>	
Credit Card Holder's Signature and Contact Information:			
Credit Card Holder's Signature			
Credit Card Holder's Daytime Telephone Number	Credit Card Holder's Email Address		
Credit Card Information			
Credit Card Number	Credit Card Type:	Authorized Payment Amount	
	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover	\$ <input type="text"/> .00	
Credit Card Expiration Date (mm/yyyy)			

Form G-1450 11/15/21 Page 1 of 1

Request for Evidence (RFE) and Hold for Security

- RFEs are formal requests from USCIS for more information to process an immigration application
- Please note that if an RFE is received, ISSS will require an additional 3 months to process, which may delay the start date.
- **USCIS is implementing background checks in select H-1B cases.** This background check is causing delays in the adjudication process. ISSS is working closely with University leadership to review the impact of these security checks. The Department will be informed if your H-1B applicant is selected for a background check during the processing of the petition.



USCIS Processing Times

- As of March 2025, USCIS processing times to adjudicate an approval notice **without** premium processing is as follows:
 - Change of Status: 4 months
 - Extension: 4.5 months
 - Initial, Consular: 4.5 months
- USCIS processing times are available on their website.



H-1B Approval Notice

H-1B Type	Portability (Start date)
Initial	Approval notice
Amendment	Receipt notice
Extension	Receipt notice - 240 days
Transfer	Receipt notice or start date, whichever comes later (contact ISSS in the preliminary stages)
Concurrent	Receipt notice - 240 days

10-day & 60-day grace periods



THE UNITED STATES OF AMERICA
I-797A | NOTICE OF ACTION | DEPARTMENT OF HOMELAND SECURITY
 U.S. CITIZENSHIP AND IMMIGRATION SERVICES

Receipt Number WAC1234567890		Case Type I129 - PETITION FOR A NONIMMIGRANT WORKER
Received Date 07/11/2018	Priority Date	Petitioner UNIVERSITY OF MARYLAND,
Notice Date 07/23/2018	Page 1 of 2	Beneficiary MOUSE, MICKEY

UNIVERSITY OF MARYLAND
 c/o CONNOR JESSE LIRA
 1126 H J PATTERSON HALL
 COLLEGE PARK MD 20742

Notice Type: Approval Notice
Class: H1B
Valid from: 08/05/2018 to 06/06/2020

Receipt Number (points to WAC1234567890)

Employment Dates (points to Valid from 08/05/2018 to 06/06/2020)

PLEASE TAKE OFF FORM I-94 PRINTED BELOW AND STAPLE TO ORIGINAL I-94 IF AVAILABLE

369084852 30
Receipt Number WAC1822751017
 US Citizenship and Immigration Services

194 Departure Record
Petitioner: UNIVERSITY OF MARYLAND

14. Family Name MOUSE	16. Date of Birth 11/28/1928
15. First (Given) Name MICKEY	
17. Country of Citizenship FRANCE	

DETACH THIS HALF FOR PERSONAL RECORDS

Receipt# WAC1234567890
I-94# 98765432109
NAME MOUSE, MICKEY
CLASS H1B
VALID FROM 08/05/2018 **UNTIL** 06/16/2020

PETITIONER
 UNIVERSITY OF MARYLAND,
 1126 H J PATTERSON HALL
 COLLEGE PARK MD 20742

FORM I-797A [REV. 08/01/16]

Grace Periods

10-Day Grace Period

- Allows CBP or USCIS to admit an H-1B Temporary Worker for the duration of the I-129 petition **and** up to 10 days before and/or 10 days after the validity period of the petition
- May be indicated on original bottom I-94 of I-797 or on I-94 record upon entry to the US. Always check your I-94 when you return to the US after traveling abroad.

60-Day Grace Period

- DHS will not consider the worker and his or her dependents "to have failed to maintain nonimmigrant status solely on the basis of a cessation of the employment on which the alien's classification was based."
- 60 consecutive days after the cessation of work OR the petition end date, whichever comes first.
- If someone works to the end of their petition, they do not get a 60-day grace period at the end



Impact of Modernization Ruling

The Department of Homeland Security published a final rule, *Modernizing H-1B Requirements*, which became effective January 17, 2025.

- A material change to the LCA facts, including a change in the worker's place of employment (work site), requires the filing of an amendment before the change takes place.
- When USCIS adjudicates an I-129 petition, USCIS will defer to the prior I-129 approval. This change provides employers greater predictability when filing an extension.
- Third-party placement: evidence of a job offer and contracts are required and the requirement to provide an itinerary is eliminated.
- DHS is granted authority to conduct site visits at locations where the H-1B employee works, has worked, or will work, including third-party worksites. Refusal to comply with a site visit could result in the denial or revocation of a petition.



Department Responsibilities: Audits & Early Termination

USCIS, FDNS, DOL, DOS audit

- Assign department representative and backup to meet with officer
- Notify ISSS and get officer's badge information & contact
- Will ask to talk to or see employee or supervisor
- Verify position, title, duties, salary, location, and requirements
- Whether employee paid/reimbursed any money related to H-1B
- Respond to all questions—do not guess
- Employee will need to provide paycheck stubs

USCIS Fraud Detection and National Security Unit has reinstated its review and audit of H-1B petitions. The university should expect more audits in the coming year

Early Termination

- Update Workday
- Reasonable cost of travel to their home country
- H-1B Early Termination request in iTerp



Department Responsibilities, Continued

Report Change in Employment Conditions

Ensure that your H-1B employee's job duties remain in compliance with USCIS regulations. Substantial changes in job duties may require ISSS to file an H-1B amendment

- Promotions creating "significant" change in job duties
- Demotions
- Decreases in hours, salary, benefits
- Changes in physical location

Initial, Extension, & Amendment Petitions

Ensure that H-1B petitions are filed in a timely manner, 6 months before end date

Part-Time Employees

Maintain timesheets, daily start time AND end time need to be tracked

Actual Wage Determination

Documentation to support how the department determined the actual wage for the H-1B worker



H-4 Dependents

Married spouses and legal children under the age of 21 are eligible for dependent status.

- H-4 dependents may:
 - Enroll in full- or part-time study
 - Volunteer in a traditional volunteer capacity (e.g., PTA at child's school, server at a soup kitchen)
 - Not eligible for employment
 - Limited exceptions apply
- The I-539 is the responsibility of the H1B employee. ISSS will include the forms with their petition as a courtesy.

For all cases, the dependent status is tied to the primary visa holder's status. This means their start and end dates correspond, and if the primary ends their status, the dependent's status ends.



H-4 Dependents

- Effective January 17, 2025, USCIS will no longer be required to adjudicate applications for dependent status or employment authorization at the same time as the principal H-1B case. USCIS has not released any guidance on whether they will extend this benefit. ISSS is monitoring this development closely. This decision will impact the ability of H-4 dependents' ability to travel, seek employment authorization or to extend their driver's license. We encourage departments to submit H-1B extension requests as early as 6 – 7 months before the end date. This will help to minimize the impact on H-4 dependents.

For all cases, the dependent status is tied to the primary visa holder's status. This means their start and end dates correspond, and if the primary ends their status, the dependent's status ends.



Resources

- [Chat](#) online with us for quick inquiries
 - M-F, 10:30am-12:30pm
- Our [website](#) contains most information you need to process requests with ISSS
- [Make an appointment](#) with an ISSS advisor



When in doubt, ask the experts!

Connie Jesse

Assistant Director, Faculty/Scholar Immigration

- 301-314-5823
- cjl@umd.edu

Last Names A-J:

Wrenna Dorrer

Scholar & Faculty Advisor

- 301-304-7749
- wmd@umd.edu

Carly Park

Scholar & Faculty Program Specialist

- capark@umd.edu

Last Names K-R:

Julie Choe

Scholar & Faculty Program Specialist

- jchoe126@umd.edu

Last Names S-Z:

Yetnayet "Mimi" Lemma

Scholar & Faculty Advisor

- 301-405-7152
- ylemma@umd.edu

Beth Floyd

Scholar & Faculty Program Specialist

- efloyd@umd.edu

