



UC Merced Office of International Affairs
International Student and Scholar Services

Kolligian Library, Room 101 (KL-101)

Telephone: (209) 228-4722

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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 on any issue stated below, please ask our employment-based staff at the **Office of International Affairs.**

STATEMENT BY THE H-1B HOLDER

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

1. It is illegal for me to work for another employer using UCM's approved H-1B petition because my H-1B status is employer-specific.
2. I will inform the employment-based staff at the Office of International Affairs of any changes in my employment including my employment worksite before the change takes place. A change in your job duties or worksite location may require a new LCA and amendment to your I-129 petition.
3. If I intend to travel outside of the U.S., it is imperative that I notify my School/Department as well as contact the employment-based staff at the Office of International Affairs 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 understand 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 and 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 leave the US and need to 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 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 and H-1B visa stamp in my passport with me when I re-enter the U.S.
8. After every trip from outside the U.S., I must ensure that H-1B is noted on my I-94 for the class of admission and provide a copy of the new I-94 to the Office of International Affairs.
9. I must keep my passport valid 6 months into the future 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 six months before the current H-1B status expires.
11. If I plan to leave UCM's employment, I must inform the employment-based staff at the Office of International Affairs 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 UCM separation date in order to stay in the U.S. legally.
13. It is illegal for my dependent(s) holding H-4 status to be employed in the U.S unless they have employment authorization based on your approved I-140 petition (EAD).
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