

Information for H-1B Status Holders

This document contains information regarding your H-1B approval and requirements associated with that status. This document is not all-inclusive as to those requirements and provides general guidance only. Any questions about your specific situation should be directed to Lynda Meinke, Assistant Counsel, lmeinke@bucknell.edu or 570-577-1149.

Information regarding “H-1B approval notice and I-94” only applies if you are already in the U.S.

H-1B approval notice and I-94: The bottom of the enclosed approval notice contains a replacement I-94 Departure Record with your updated information. As indicated on the notice, you should tear-off this replacement I-94 and staple it to your passport. You should carry your original H-1B approval notice with you when traveling, in addition to your passport containing the updated I-94.

Visa and Travel Documentation: An unexpired visa stamp is not required to maintain H-1B status but is required for return in H-1B status after travel abroad. In most cases¹, you will need to apply for an H-1B visa stamp at a U.S. consular post in your home country or in Canada or Mexico when you leave the United States. You will need the following documents for your visa application: 1) original H-1B approval notice, (2) a copy of the approved H-1B application, (3) a letter from Bucknell confirming your continued employment, and (4) evidence of prior approved employment in the United States, if any (pay stubs, letters from employers, etc.). Visa processing delays at consular posts are not uncommon, so plan wisely when scheduling your appointment and travel.

I-94: Every time you enter or re-enter the United States, you should retrieve your online I-94 record of admission. You should promptly verify the accuracy of the I-94 record and retain a copy with your records.

Change of address: By law you are required to notify USCIS if and when you change addresses here in the United States. Please follow the (then) current instructions on the USCIS web site to report a change of address.

Untenured and sabbatical leaves: H-1B status imposes restrictions on the nature and length of leave periods for faculty members. If you are a faculty member in H-1B status, you cannot take an untenured or sabbatical leave at reduced pay. Therefore, individuals in H-1B status are generally limited to a one semester leave and can take a one year leave only under certain conditions. H-1B status may also impose additional restrictions applicable to the location and other details of the leave. If you are in H-1B status and considering an untenured or sabbatical leave, please contact Lynda Meinke at lmeinke@bucknell.edu or (570) 577-1149 early in the planning process for additional information.

¹ Canadian citizens do not need an H-1B visa stamp to enter the United States in H-1B status. Also, you may not require a new H-1B visa to re-enter the United States if you have an unexpired H-1B visa based on employment with a previous employer. Please contact the General Counsel’s Office for more information about these exceptions.