H-1B MEMORANDA OF AGREEMENT

RESPONSIBILITIES OF H-1B EMPLOYEES

I understand that it is my responsibility as an H-1B status holder to maintain my legal status in the United States.
I understand that I must be aware of and comply with the following guidelines. Failure to do so could result in a violation of my status.

1. Because my H-1B status is employer-specific, it is illegal for me to work for another employer using Georgia College’s approved H-1B petition. Also, I may not receive any honorarium for activities conducted at outside universities.

2. I must report all employment changes to the Office of Legal Affairs prior to the change taking place. (For example, a change in job titles, departments, number of hours, etc.)

3. I will register my immigration information and provide Josefina Endere in the Budget Office with all information necessary to determine my tax status in the United States.

4. I will abide by rules prohibiting criminal activity, which also includes completing an Income Tax Return by April 15th of each year.

5. If I intend to travel outside of the U.S., it is imperative that I contact the Office of Legal Affairs for visa instructions and necessary documentation at least 2 weeks before my expected departure.

6. If I am traveling outside the U.S., I must carry with me the original Form I-797, H-1B Approval Notice, as well as an Employment Verification letter and copy of the I-129 petition submitted on my behalf.

7. 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.

8. If I attempt to obtain a visa as a third country national in Canada or Mexico and my application is refused, I understand that I cannot legally re-enter the U.S. from Canada or Mexico.

9. I understand that if I must apply for a new H-1B visa stamp 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 last a few weeks or several months and any costs associated will be at my expense.
10. I must keep my passport and my dependents’ passports valid at all times. A valid passport is necessary for an extension of H-1B status as well as for travel, even after I have obtained permanent residency (if applicable).

11. I may only hold H1B status for a total of 6 years. The decision whether to extend my H-1B for any time remaining after the initial three years is solely that of my hiring department. The Office of Legal Affairs will contact my department one year prior to the expiration of my current H-1B to determine if an extension is desired.

12. If I plan to resign my employment at Georgia College, I must inform the Office of Legal Affairs immediately. Upon my resignation, GC will withdraw the H-1B petition filed on my behalf. It is my responsibility to ensure that I remain in status after leaving GC. I understand that I must leave the U.S. or apply to USCIS for valid status by the GC separation date in order to stay in the U.S. legally.

13. I understand that having an H-1B visa is not a guarantee of employment. My department may terminate my employment at any time.

14. If my H-1B is not renewed or my employment is terminated before the expiration date of my H-1B status, I do not have a “grace period” and must leave the United States immediately.

15. It is my responsibility, not Georgia College’s, to ensure that my dependents remain in H-4 status at all times in the U.S. I am responsible for the costs associated with obtaining and extending their H-4 status.

16. If my address changes, I am required by law to inform USCIS within 10 days of such change. I understand that I have to fill out Form AR-11 to report the address change to the USCIS.

17. Under no circumstances may an outside attorney file any non-immigrant (H-1B) or immigrant (permanent residency) forms on Georgia College’s behalf. All work visa and permanent residency petitions must originate with Office of Legal Affairs.

18. Any change in immigration status, including obtaining permanent residency, must be reported to the Office of Legal Affairs so that my status can be updated with Human Resources and my employment eligibility re-verified.

I have read the above information regarding maintenance of my legal status in the United States, and I understand that I must comply fully with these regulations in order to remain in legal status and employable in the U.S. I understand that it is my responsibility to maintain legal status in the U.S. I further understand that the information provided is not exhaustive and that I should direct any additional questions or concerns regarding my legal status to the Office of Legal Affairs at extension 2037 or, by email, at visas@gcsu.edu.

PRINT NAME: ________________________________________________________

SIGNATURE:  _________________________________________________________

DATE:   _____________________________________________________________