



## H-1B Approval Information

Please be sure to complete the following items:

- Review the H-1B approval notice and confirm the information is correct**
  - Review the spelling of your name, your date of birth, the start/end dates of H employment etc.
  - Please contact ISSS if you notice any errors ([ISSS@colorado.edu](mailto:ISSS@colorado.edu) / 303-492-8057)
- Schedule an appointment to meet with a University of Colorado International Taxation Specialist (This is required for initial H-1B approvals to ensure you are being taxed at the correct rate.)**
  - Schedule your appointment [online](#)
  - You will have to take your H-1B approval notice, [I-94](#), and passport with you to the appointment with the International Taxation Specialist
  - For CU Boulder employees, the meeting will take place at the Administrative & Research Center (East Campus) 3100 Marine Street, 3rd floor, Boulder, CO 80309.
- Complete your [initial I-9 or I-9 update](#) (Employment Eligibility Verification) with Human Resources**
  - The I-9 must be completed no later than 3 days after starting employment/ H-1B extension period
  - CU uses HireRight for processing electronic I-9s for all new employees
  - You will have to take your H-1B approval notice, [I-94](#), and passport with you to complete the I-9
    - You do not need to make an appointment to complete your I-9 during regular business hours
  - For CU Boulder employees, Human Resources is located in the Administrative & Research Center (East Campus) 3100 Marine Street, 3rd floor, Boulder, CO 80309.

### Your Obligations

- Report Address Changes to USCIS and Update Address in [MyCUInfo](#) within 10 Days of a Change**
  - You must report all residential address changes within in 10 days of a move to USCIS via the [Online Change of Address System](#)
  - To update your address in [MyCUInfo](#), log-in to MyCUInfo with your IdentiKey. Click on “CU Resources” -> “My Info” -> “Home and Mailing Address” and update as necessary
- Report All Material Changes in the Terms of Your H-1B Employment or Termination of Your H-1B Employment to ISSS Prior to the Change/Termination**
  - Material changes that require filing an amended H-1B petition include but are not limited to: significant job duty changes, working at a new site of employment not covered in the LCA, and change in salary.
  - Termination of H employment must be reported to ISSS via the [ISSS online reporting form](#).
- Maintain Current Emergency Contact Information in [MyCUInfo](#)**
  - Log-in to [MyCUInfo](#) with your IdentiKey. Click on “CU Resources” -> “My Info” -> “Emergency Contacts” and update as necessary

### Travel Reminders

If your visa status has changed to H-1B from another status (e.g. F-1 or J-1), please note that only your **STATUS** has changed. If you travel outside the U.S. after the change of status to H-1B, you must apply for and be granted an H-1B visa at the U.S. embassy in order to re-enter the country as an H-1B specialty occupation worker. Canadian citizens are not required to obtain an H-1B visa. If your H-1B status has been extended, check your current H-1B visa stamp in your passport to make sure it is still valid for re-entry into the U.S.

### Documentation Required to Obtain an H-1B Visa:

- Review visa application process information for [Embassy/Consulate](#) where you will apply for the visa
- Review the [Department of State's Temporary Worker Visa webpage](#), gather required documentation, and complete any required tasks
- Be sure to bring your H-1B approval notice, a copy of your H-1B petition with the Labor Condition Application, and [CU Employment Verification](#) to your visa appointment
- If you were in J status and were subject to the 2 year home residency rule, you must also bring your original Waiver Approval Notice (I-612) to your visa appointment

### Please Note:

All visa applicants will undergo security checks before applicants are issued a visa from the U.S. Department of State. Some visa applicants encounter [administrative processing](#) delays. Administrative processing is typically resolved in 60 days but can exceed this depending on the situation. It is advisable to keep this in mind when planning a trip to obtain or renew a visa. Please contact ISSS if you have questions regarding the visa acquisition process.

When you return from overseas travel, be prepared to show your H-1B approval notice, H-1B visa, and passport at the [port of entry](#). On the day you are re-entering the U.S., your passport must be valid for 6 months beyond the end date of your H-1B approval notice unless your country is on the [Six Month Club" list](#). If your country is on the list, then your passport must be valid only until your H-1B approval end date.

Review your [I-94 arrival record](#) every time you re-enter the U.S. to confirm that your entry was recorded properly as Customs and Border Protection sometimes makes mistakes that require correction.

- If your I-94 is valid for a shorter amount of time than is indicated on your H-1B approval notice, you must report this to ISSS so that we can advise if any action is required.