



JOHNS HOPKINS
UNIVERSITY

Office of International
Services

Office of International Services

OIS International Employee Newsletter - September 2025

This newsletter is a channel for the JHU Office of International Services (OIS) to share timely immigration-related reminders, as well as relevant resources and updates with employees under JHU's immigration sponsorship. Visit the OIS website for more information about our services and how to connect with our office: <https://ois.jhu.edu>.

OIS Services and Advising

The Office of International Services (OIS) at Johns Hopkins University is a virtual service operation that serves our international employees via electronic means. To quickly connect with an OIS advisor with questions about your H-1B, TN, O-1 or E-3 immigration status, email H1B-Employment@jhu.edu. All temporary workers in H-1B, TN, O-1 or E-3 status can email this account for advising; it is not used exclusively for H-1B employees. Phone and video advising is available by appointment. Email H1B-Employment@jhu.edu to schedule.

Immigration Policy Updates

We encourage you to continue to check the OIS website for [Recent Federal Immigration Actions](#), as well as our [Immigration Policy Information and Frequently Asked Questions](#) webpage.

OIS would like to take this opportunity to ensure that our international clientele knows they are welcome here and will be supported as a vital part of the JHU family.

Travel Information

When considering travel, keep in mind that changes can occur at any time. If you cannot afford an interruption in your research, employment or teaching due to an indefinite period abroad, you should carefully consider the need to travel outside the U.S. *If you choose to travel*, carefully review OIS "[Travel Information](#)" for information on the documents you may need to carry. *Click the links below for travel information specific to your immigration status.*

H-1B	O-1	TN	E-3

Anyone who chooses to travel should inform their department/division of their planned travel dates **and** have an agreed upon contingency plan in place in the event the employee's return to the U.S. is delayed.

Each and every time you return from travel, **review your I-94 record** and ensure it reflects the correct class of admission ("H-1B", "O-1", "TN" or "E-3"), date of admission and expiration date. Retrieve your electronic I-94 [here](#), print a copy, and carry it with you, as required by immigration law. If your I-94 contains incorrect information, email H1B-Employment@jhu.edu for guidance.

Important Reminders

Plan Ahead: Extensions of status require time and effort. Contact OIS six months before your status expires. Visit the OIS website for helpful information and email H1B-Employment@jhu.edu with questions.

Address Reporting: All temporary workers must update USCIS within 10 days of moving their residential address. This is a regulatory requirement that is **without exception**. Upon moving, you are required to submit Form [AR-11](#) to USCIS to comply with this requirement.

If you hold H-1B or E-3 status, work from home **and** your residential/home worksite address will change, you must consult OIS **at least three months before your move**. A change in residential address that is also an approved H-1B or E-3 worksite *may* require an amended immigration petition be prepared and filed with USCIS. If you work from home, already moved and

did NOT consult OIS, email H1B-Employment@jhu.edu immediately with your new home work address and the date of your move.

H-1B, O-1, TN & E-3 Status is *Employer and Employment Specific*: Any change in the terms of employment must be reviewed by OIS in advance of the change. If the change requires an amended immigration petition, the terms of employment cannot change until the H-1B, O-1, TN or E-3 status has been amended. Terms of employment include, but are not limited to: promotions/reclassifications, changes in job duties, changes in hiring unit (School, Department and/or Division), changes in worksite, etc. If you are unsure if a previous change in the terms of your employment or an upcoming change requires further action, email H1B-Employment@jhu.edu.

H-1B Filing Fees: Department of Labor considers the cost of H-1B sponsorship “an employer expense”. Current or prospective H-1B temporary workers cannot pay USCIS filing fees. If a department or division asks you to pay any or all USCIS filing fees, email H1B-Employment@jhu.edu immediately.

H-1B and E-3 Wage Requirements and “Full-Time” Employment at JHU: H-1B and E-3 sponsorship requires a Labor Condition Application (LCA), certified by the Department of Labor. H-1B and E-3 temporary workers must be paid no less than the wage rate on page 3 of the LCA. While OIS monitors compliance with this requirement in iHopkins, H-1B and E-3 workers should contact OIS if any reduction in salary or effort is contemplated. As JHU only sponsors full-time positions that are at least 37.5/40 hours a week, effort cannot be reduced while in H-1B or E-3 status.

H-1B Site Visits: H-1B employees may be subject to a USCIS Administrative Site Visit. Review the [OIS website](#) for detailed information.

Resignation/Termination: If your employment is ending earlier than your current work authorization expiration date, email H1B-Employment@jhu.edu with your last date of employment at JHU.

Events & Resources

The OIS website provides numerous resources for our international community. Be sure to check out [these resources](#), intended to promote and support health, well-being, and safety while in the U.S.

International Employees should be aware of scams (which are deceptive attempts to accomplish fraudulent or illegal acts that could threaten your safety and well-being). The OIS [website](#) provides detailed information on how to identify and protect yourself if you become the target of a scam.

For upcoming Johns Hopkins events and activities on campus, check out the [JHU Events](#) page.

OIS will be hosting an **immigration and employment webinar** November 18th from 4:00 p.m. – 5:00 p.m. This workshop explores various immigration and employment options like U.S. Permanent Residency and transitioning from F-1 and J-1 status to H-1B status. The workshop is open to all JHU affiliates and is offered in partnership with an external immigration attorney. For more information [visit the OIS website](#).

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