

# Important Information

**Taxes:** OISS does not advise on taxing, please consult with a professional tax consultant or the MSU Tax Clinic with any questions you may have. MSU Tax Clinic can be reached at: <http://law.msu.edu/clinics/tax/>

**Health Care:** Health Care is very critical in the U.S. Full time employees commonly receive fringe benefits, that includes health insurance. Please discuss your benefits with your department and MSU Human Resources.

## **Dependents:**

### **Eligibility for H-4 Status**

Only your spouse or unmarried children (under the age of 21) are eligible to obtain H-4 dependent status with your H-1. See OISS with any questions.

**Maintaining H-4 Status** - As a dependent family member, an H-4 may stay in the U.S. as long as the H-1B maintains legal status. Additionally, to maintain legal status, H-4s must maintain a valid passport and I-94 at all times and comply with the U.S. address reporting requirement. H-4's are not eligible to work, but may attend school.



**Food and Groceries:** There are many options for restaurants and grocery stores. Link to the local grocery stores : <http://www.cityofeastlansing.com/Home/LeftMenu/ToLiveinEastLansing/International/GroceryStores/>

Link to the local restaurants in East Lansing: <http://www.cityofeastlansing.com/Home/Sites/Downtown/PlacestoEat/>

**Banks:** List of potential banking options: [http://oiss.isp.msu.edu/documents/resource\\_handouts/Banks.pdf](http://oiss.isp.msu.edu/documents/resource_handouts/Banks.pdf)

**If you have any questions about the City of East Lansing you may get information on their website at [www.cityofeastlansing.com](http://www.cityofeastlansing.com)**

OFFICE FOR INTERNATIONAL STUDENTS AND SCHOLARS

## **Contact Information:**

Location: International Center  
427 North Shaw Lane,  
Room 105  
East Lansing, MI 48824

Phone: 517-353-1720  
Fax: 517-355-4657  
Website: [www.oiss.msu.edu](http://www.oiss.msu.edu)  
Email: [oiss@msu.edu](mailto:oiss@msu.edu)

Hours: Monday – Friday  
8AM-11:30AM and  
1:00PM-5:00PM

# OISS H-1B WELCOME GUIDE

Welcome to Michigan State University!  
We value our international community and are happy to welcome you to East Lansing as a working professional.



**MICHIGAN STATE**  
UNIVERSITY

## Check List

Please make sure to complete the following check list upon your arrival.

### ◆ **Check in with your department**

◇ Meet with your department supervisor to get your employment settled. Someone from your department will introduce you to others in the department and help you acclimate to your new work environment.

### ◆ **Apply for a Michigan State Identification Card**

◇ With an MSU ID you can access your worksite, access parking, use Sparty Cash, borrow from the University libraries and use other facilities on the campus. To apply, you will need your passport or some other form of official photo identification (e.g. driver's license) and your H-1B Approval Notice. There is no fee for your first card. You may get your ID at the MSU ID Office located in the International Center Room 170. Here is a link to the MSU ID Office webpage <http://idoffice.msu.edu/>

### ◆ **Complete an I-9 Form:**

◇ I-9, employment eligibility form needs to be completed on or before your first day of work. Original documents must be presented when completing the Form I-9.

### ◆ **Set up your MSU Net ID and Email**

◇ You must set up an MSU Net ID and Email so that you may access computers on campus as well as the internet. You must register for the Net ID, here is a link to their website: <https://netid.msu.edu/activate.php>

### ◆ **Apply for a Social Security Card (If Needed)**

◇ All employees of must have a Social Security Card. You will apply for a Social Security number, if you don't already have one, at the Social Security Office. Please take your I-94 card, passport, H-1B Approval Notice, and another form of Identification Card (e.g. License, MSU ID). You may visit the Social Security Office's website for hours of operation at [www.ssa.gov](http://www.ssa.gov).

◇ Social Security Office:

Social Security Office  
5210 Perry Robinson Circle  
Lansing, MI 48911

## Employment

Office for International Students and Scholars welcomes you to Michigan State University. We are pleased to assist you as an MSU Employee on immigration matters. This brochure is designed to help you understand the H-1B Visa Process as well help you transition to the area by providing you some of the resources.

**Maintaining Legal H-1B Status** — To maintain legal status you must follow the regulations governing your stay as an H-1B. This means you must:

- ◆ Always make sure that your passport, H-1B Approval Notice, and I-94 Card are valid and unexpired
- ◆ Only work for the employer and in the position for which the H-1B was granted

**Travel** — In order to travel you must have a valid passport at all times. Your passport needs to be valid for a minimum of 6 months from the expiration date of the intended stay.

- ◆ An employee in H-1B Status may travel if the H-1B Status is valid and he or she has a valid H-1B Visa Stamp in the passport. If the employee does not have a valid H-1B Visa, then the employee must obtain H-1B Visa abroad. CHECK YOUR VISA BEFORE TRAVEL.
- ◆ **NOTE:** I-94 cards are now electronic. You must print your I-94 online after every trip back to the United States at [www.cbp.gov/i94](http://www.cbp.gov/i94) (Check for accurate end date and status)

### **Applying for H-1 Visa Stamp: Contact OISS**

- ◆ You can only obtain an H-1B Visa stamp at a US Consulate or Embassy abroad. Make an appointment in advance and bring H Approval notice and H Packet (documents from OISS)

**Change of Address:** By law, every person who is not a U.S. citizen and who is over the age of 14 must notify USCIS of their change of address, within 10 days from when they move. To notify USCIS of a move, visit the website at: [www.uscis.gov](http://www.uscis.gov) or call the National Customer Service Center at 1-800-375-5283 or fill out the Form AR-11. Instructions for filing the Form AR-11, including mailing instructions, are included on the Form.

## Common Questions

### **Do I need a new I-94 every time I enter the United States?**

- ◆ Yes, you will receive a new I-94 number every time you return to the United States. I-94 cards are no longer given at the Port of Entry. A stamp is placed on your passport. Once in the U.S. you can go to [www.cbp.gov/i94](http://www.cbp.gov/i94) to print out the I-94. Make sure all information is correct. You will need an I-94 when applying for SSN or driver's license.

### **Can I work for another company/University?**

- ◆ Once your H-1 is approved you will only have the authorization to work at the employer on the petition under the conditions described in the submitted H-1 petition. You are not eligible to accept any payment from any other source except MSU. Concurrent H-1: Employment elsewhere is available if another employer petitions on your behalf. Contact OISS for more details.

### **Can I receive an honorarium?**

- ◆ You may not accept any payment except from the employer on the H Petition in this case, MSU. You may be eligible for reimbursement for any travel expenses.

### **Does my MSU H count towards the CAP?**

- ◆ No it does not. MSU is a CAP Exempt employer.

### **My H Status is valid and my H-Visa Stamp is not, can I return to the U.S?**

- ◆ All documents must be valid at the time of entry at a port of Entry. The only place a visa stamp can be issued is a U.S. Consulate or Embassy outside of the U.S. Please be sure to get a new H Visa Stamp while abroad.