

## Maintaining your Nonimmigrant Status

### PASSPORT

It is important that you remember the expiration date of your passport and make sure that it is valid at all times. It is essential to your stay in the U.S. and also to any extension of stay that will be filed with the U.S. Citizenship and Immigration Service (USCIS) on your behalf. For example, your passport must be valid when an extension of status is filed for those in H-1B status. Please note that expiration of your passport does not mean that any U.S. visas you hold are no longer valid. The visa is a separate document issued by the U.S. government and remains valid until the expiration date on the visa. You may present an expired passport and a valid visa provided you also present a new passport.

### H-1B Temporary Workers

Your stay in the United States may be valid for an initial period of 1 to 3 years with the possibility of extension for another 1 to 3 years. Approximately, 2 months prior to the expiration date on your Form I-94, the Cleveland Clinic will need to submit a request for extension to the USCIS on your behalf. ***By law, employers may not file H-1B petitions more than 6 months prior to the start date on the petition.***

You will be contacted when it is time to file your extension. ***It is your responsibility to provide the requested documents in a timely manner to insure your ability to continue in your program.*** Extensions are contingent upon continued reappointment to your position at the Cleveland Clinic. Please note that H-1B regulations permit continued employment *beyond* the expiration date of your H-1B status **only if the extension is filed prior to the expiration.**

### J-1 Exchange Visitor Sponsored by ECFMG

Your J-1 status will expire annually. If you are reappointed to your GME program, you will be contacted by the Immigration Coordinator regarding applying for your J-1 extension through the ECFMG. Please note that if you are changing programs (within CCF), ECFMG may require additional processing time. It is *your* responsibility to respond to the Immigration Coordinator quickly and present the items required for your extension.

### J-1 Exchange Visitor Sponsored by CCF for Research

Your initial Form DS2019 will be issued for a period of 3 years with a possible extension to a maximum of 5 years. However, your appointment contract is valid for one year only. If you are reappointed, you will receive a new appointment letter. If a new Form DS2019 is issued for you, the Immigration Coordinator will contact you to pick up the documents.

### Employment Authorization Document (EAD) holders

**You** are responsible for filing the application for renewal of your employment authorization document (card) in a *timely manner*. If your EAD expires and you still have not received the new card, you will be terminated from employment and then re-hired once the EAD arrives. Receipts for filing the extension application *are NOT* acceptable for employment eligibility purposes.

***Your nonimmigrant status and visa status are essential to your ability to work in the United States. Please note: GME is only responsible for insuring your ability to continue in your training program/research program. We are not responsible for making sure applications are filed based on scheduled vacation.***