

INTERNATIONAL FACULTY & SCHOLARS

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RECEIPT NOTICE MEMORANDUM FOR H-1B

TO: H-1B BENEFICIARY
FROM: UA GLOBAL, INTERNATIONAL FACULTY & SCHOLARS
SUBJECT: H-1B I-797 RECEIPT NOTICE & CERTIFIED LCA
CC: SPONSORING DEPARTMENT

Once eForm, “H-1B Petition Acknowledgment”, has been completed, you will be provided with a scanned copy of the I-797 Receipt Notice for the I-129 petition for H-1B status, which was submitted on your behalf, as the beneficiary, by The University of Arizona, the petitioner. In addition, you will be provided a scanned copy of the certified Labor Condition Application (LCA), as required by law.

The I-797 Receipt Notice serves as proof that the petition filed on your behalf has been received by USCIS. In addition, the Receipt Notice may also serve other purposes, as described below.

Initial Request for H-1B Status

If the petition submitted is seeking initial H-1B status, the I-797 Receipt Notice only serves as proof that your petition was received by USCIS. Therefore, you are not authorized to work, until and if the petition submitted on your behalf is approved.

Extension of H-1B Status at The University of Arizona

If the petition submitted sought to extend your H-1B status at The University of Arizona, the Receipt Notice is valid documentation to allow you to continue your employment at The University of Arizona, up to 240 days, in the event that your current H-1B status expires prior to the receipt of the I-797 Approval Notice.

In order to continue employment at The University of Arizona, the sponsoring department must submit the following to Workforce Systems:

1. I-797 Receipt Notice;
2. New I-9 form; and
3. PAF for appointment renewal.

Change of Employer if Already in H-1B Status

If you are already in H-1B status and a petition was submitted to change your employer to The University of Arizona, then the I-797 Receipt Notice, in combination with your previous I-797 Approval Notice (from prior employer), serves as your proof of H-1B status and work authorization. Work authorization for The University of Arizona begins on the date requested by the UA on the I-129 form. The I-797 Receipt Notice will serve this purpose until and if your petition is approved by USCIS.