The Faculty and Staff Immigration Services at the University of Michigan’s International Center issues a quarterly newsletter for our department contacts and colleagues across campus. The purpose of this newsletter is to inform our stakeholders with updates and changes with immigration and labor compliance, including H-1B petitions, I-9 compliance, and permanent residency applications at the University of Michigan. We welcome any feedback that you might have.

**Upcoming Workshops**

The International Center will be providing two upcoming workshops on the H-1B and permanent residency/green card process. These workshops are a great way for department administrators to familiarize themselves with the nuts and bolts of how to proceed on each case type. We encourage both new and experienced administrators to attend.

**H-1B Basics Workshop**  
When: Wednesday, 5/1, 10:00am – 11:30am  
Where: Angell Hall, Room 3222 (CC)  
Presenters: Basim Kamal and Gabriella Manolache

**Permanent Residency/Green Card Workshop**  
When: Thursday, 5/2, 10:00am – 11:30am  
Where: Angell Hall, Room 3222 (CC)  
Presenters: Beth Hoffman-Lopez and Gabriella Manolache

**Salaries, Job Titles, and Number of Hours Audit Report**

Roughly every quarter, the International Center conducts an audit report on all H-1B employees currently working at the University of Michigan. Our office has to make sure that each H-1B employee is being paid at the minimum amount listed on their petition. In addition, we check to see if the job title and if the number of hours that the employee is working also matches their H-1B petition. If there is any discrepancy, our office will reach out to your department to determine if an H-1B amendment is necessary, as we are required to report significant changes to USCIS.

Remember, if there is ever a change in duties, job title, number of hours worked, or salary (outside of annual equity/merit increases) to an H-1B employee in your department, please contact our office to see if an amendment is necessary.

**New OES Wage Levels Starting in July**

Every July, OES releases new wage levels that correspond to prevailing wages in different geographic areas for specific occupations. We use these wage levels to determine the minimum amount that a department must pay an H-1B employee for a specific position. Generally speaking, wage levels for most positions increase every year.

Please keep this in mind as any H-1B petitions filed after July 1st may require your department to significantly raise the wage of your H-1B employee in order to match prevailing wage. Please contact our office to see if it might be strategically beneficial to file an H-1B petition before the new OES wage levels are published in July.

**USCIS H-1B Processing Times**

Though typically USCIS takes approximately 2-4 months to adjudicate H-1B petitions, we have recently seen approval times all across the board – from a few weeks to five months. Given this unpredictability, we strongly
encourage you to contact us as early as possible when initiating an H-1B for one of your employees. April and May tend to be extremely busy for USCIS, as this is the time of year when the private sector can file their H-1B petitions, so we expect processing times to significantly slow down.

I-94 To Be Made Electronic

Form I-94 is issued to all non-immigrants when entering the country to document their status while they are here in the US (it's a small white card with an 11-digit number at the top, that is usually filled out en-route to the US and inspected by border officer upon entry).

The Department of Homeland Security has decided to implement an electronic version of Form I-94, allowing non-immigrants to check their I-94 online and to print it out for their records. This new automated process will be effective for most air and sea entries and will be phased in at selected airports, including Detroit-Metro during the month of May. Although there appears to be no legal reason compelling a nonimmigrant alien to print and keep a copy of Form I-94 from the CBP website, those nonimmigrant aliens who will need to demonstrate their class and term of admission for any ancillary purpose (such as, *inter alia*, I-9, employment eligibility verification, driver's license application, Social Security number application, etc.), will, as a practical matter, be compelled to print a copy of their admission record. This new procedure will come into effect on April 30th, 2013.

New Form I-9

USCIS has released a new I-9 form for employers to complete for all new hires. The instructions have been revised, and the form is now two pages long. Please review the new form and instructions here.

http://tinyurl.com/y4mhry

If you have any questions, comments, or suggestions about the content of this newsletter, please do not hesitate to contact us.

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