Human Resources Service Center (HRSC) Tips for Smoother Processing and Administration:

- Remember to build in time for visa processing and acquisition when making plans.
- When you know a foreign national will be involved, communicate it to your department contact/HRSC as soon as possible.
- Discuss your future plans for the foreign national with the HRSC at the beginning, so you are aware of the opportunities and constraints that exist in the future.
<table>
<thead>
<tr>
<th>Visa Category</th>
<th>B-1/B-2</th>
<th>F-1 Employment</th>
<th>J-1</th>
<th>H-1B</th>
<th>Permanent Residency</th>
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</table>
| Visa Category | Business or Tourist Visitor | 1. F-1 Student On-Campus Employment  
2. F-1 Student Optional Practical Training (OPT) | 1. Research Scholar (RS) or Short-Term Scholar (STS)  
2. Students on Academic Training (AT) | Temporary Worker in a Specialty Occupation | Immigrant (Green Card) |
| How This Visa is Used at U-M | Consult with business associates & participate in business conventions, conferences, or seminars | For employment of F-1 Students during or after completion of academic program | 1. Conduct research, observe, or consult in connection with a research project. The scholar may also teach or lecture | For regular faculty and staff | For regular faculty and staff |
| | No patient care allowed | Patient care allowed | No patient care allowed and no tenure track | Patient care allowed | Patient care allowed |
| | Unpaid appointment with possibility of honorarium | | 2. For employment during or after completion of academic program | | |
| Length of Immigration Status | Up to 6 months (visa waiver may be available) | On-Campus Employment: Length of program  
OPT : 12 months | (RS): 5 years maximum  
(STS): 6 months maximum  
(AT): 18 months (sometimes longer) | 3 years | Indefinite |
| Extensions of Immigration Status | 6 months (visit cannot exceed 1 year) | No extensions for OPT | Extension possible within maximum length of immigration status | 6 years maximum | Green Card renewal required every 10 years |

International Non-Degree Program Guidelines

- Programs must have a minimum of 29 hours per week of engagement, of which nine hours must always be in the classroom learning setting.
- Should a program include training through patient care it must be unpaid and a minimum of 20 hours per week.
- A certificate must be granted at the end of each program.
- Tuition must be paid.
- No course registration is required.
- Program applications must include the International Student Supplemental Application Form.
- Standardized program dates, length(s), expenses, and Federal Check-In date must be established and then confirmed/updated on an annual basis.
- If a program may entail paid training through patient care, the HRSC will need to consult with the International Center to determine the appropriate visa category for potential foreign participants.
  - Typically, non-degree students are permitted a maximum of 20 hours per week of paid training through patient care.
- Newly created programs must be reviewed by the Registrar’s Office and International Center to ensure consistency with the guidelines before visa issuance.