

Visa FAQ Guide

This FAQ provides guidance on travel, sponsorship, and key responsibilities for EAB teammates on U.S. work visas. For individual support, please reach out to the Visa Team at visas@eab.com. Additional resources can also be found on the benefits website [here](#) (username: eabglobal password: benefits).

International Travel Guidelines

1. What documents do I need to carry with me when re-entering the U.S. after international travel?

- Valid passport (should be valid for at least 6 months on the day you re-enter the U.S.)
- Valid visa stamp
- I-797 approval notice
- Form I-20 that is endorsed for travel by a designated school official (if applicable)
- EAD card (if applicable)
- Employment verification letter (EVL) provided by EAB*
- 3 most recent paystubs to Customs and Border Protection (CBP).

If you are traveling with dependent(s), please also present documents establishing proof of relationship, dependent(s) valid passports, and valid visa stamps.

**Please email visas@eab.com least 2 weeks in advance of travel to request an EVL.*

2. What is a visa stamp, and when do I need to renew my visa stamp? A visa stamp is the physical endorsement placed in your passport by a U.S. consulate that allows you to enter the United States in your approved visa category. You must have a valid visa stamp to re-enter the U.S. after international travel. If your current stamp will expire by the time you return, or if you have changed visa status, you will need to renew your visa stamp while abroad. We strongly recommend that you schedule your visa stamping appointment before you leave and aim to choose a date at the beginning of your trip to avoid delays in return.

3. What documents do I need to bring to my visa stamp renewal appointment?

1. A valid passport, which should be valid for at least six months beyond your intended reentry date
2. A copy of your petition filing and certified Labor Condition Application (LCA) (if on employer sponsored visa)
3. Your I-797 Approval Notice
4. An employment verification letter (EVL) from EAB
5. Copies of your three most recent paystubs
6. Your most recent W-2 and/or tax return
7. The DS-160 submission confirmation page (with the barcode)
8. If applicable, documents for dependents such as valid passports, proof of relationship (marriage certificate for a spouse, birth certificate for children), and their own DS-160 confirmation pages.

EAB is not directly involved in the visa stamping process. We strongly recommend reviewing the website of the U.S. consulate where your appointment is scheduled to confirm their specific document requirements and procedures.

Reporting Address Changes

1. What steps do I need to take if I move to a new address?

- Notify visas@eab.com as early as possible. If you are on an employer sponsored visa, advanced notice is required for the visa team and Jackson Lewis to evaluate any concerns or risks associated with these changes **prior to your relocation.**
- File [Form AR-11](#) with USCIS within 10 days of your move.
- If you are on an F-1 student visa, notify your Designated School Official (DSO).

F-1 Visa Support

- 1. When should I submit my STEM OPT extension?** F-1 students may apply for a STEM OPT extension up to 90 days before their Post-Completion OPT ends. Applications must be submitted to USCIS before the EAD expiration date.
- 2. How do I apply for a STEM OPT extension?** Please work with your Designated School Official (DSO) to update your Form I-20 and complete Form I-765 (Application for Employment Authorization).
- 3. How do I submit [Form I-983 \(Training Plan\)](#) for my STEM OPT application?** You will need to complete sections 1 & 2. Then, work with your manager to complete sections 5 & 6. An instruction guide can be found [here](#). Finally, send to visas@eab.com for completion of sections 3 & 4 and for final review. Once final, you should submit this to your DSO.
- 4. What evaluations am I required to complete during my STEM OPT period?** You must complete two evaluations of your training: a midpoint evaluation and a final evaluation. These are located on the last page of Form I-983. You are responsible for filling out your sections, collaborating with your manager to review and sign the evaluation, and then submitting the completed evaluation to your Designated School Official (DSO) by their deadlines.

H-1B Visa Support

- 1. Which roles does EAB sponsor for H-1B?** EAB primarily sponsors technical roles within our Technology, Engineering and Technical Development business lines. Entry-level positions are not eligible for visa sponsorship.
- 2. When does the H-1B Cap Lottery process begin?** Between December and January, the Visa team partners with managers and Business Partners to identify eligible candidates. If you are eligible, you will receive an email in January or February asking you to confirm your interest. The lottery entries are typically submitted in March and selection results are typically available by April 1.
- 3. How will I be notified of my selection results in the H-1B Cap lottery?** You will receive an email from visas@eab.com with your selection result.
- 4. What happens if I am not selected in the H-1B Cap Lottery?** If your F-1 STEM OPT is ending, one possible option may be enrolling in a Curricular Practical Training (CPT) program. Please reach out to visas@eab.com for personalized guidance on your situation.

H-1B Visa Support (cont.)

- 5. When will my H-1B extension be kicked off?** While we are not able to file H-1B extensions prior to six months prior to your current visa expiration, we aim to kick off the extension 7 months prior.
- 6. How much does premium processing cost?** EAB does not cover premium processing costs. If you wish to request premium processing, the USCIS fee is \$2,805 for Form I-129 and Form I-140s, plus any applicable legal fees.
- 7. What documents are acceptable for my I-9 reverification?** Acceptable documents depend on your visa status. For the full list, please refer to the [USCIS website](#) or reach out to visas@eab.com.
- 8. What if my H-1B is still pending when my I-9 reverification deadline approaches?** You may be eligible for the 240-day auto-extension rule. This allows you to continue working for up to 240 days with your I-94, valid passport, and H-1B receipt notice.

Green Card Visa Support

- 1. When will I be eligible for green card sponsorship?** Employees must meet the following minimum criteria to be eligible for green card sponsorship:
 - At least one year of tenure with EAB
 - Maintain “Strong Performance” level throughout the visa sponsorship process and visa validity period.
 - Be in a management level of B-3 or above.Green card sponsorship does not begin automatically once criteria are met. Timing depends on visa max-out dates, caseload, and prioritization. The visa team will contact you, your manager, and your Talent Business Partner when your process is ready to begin.
- 2. How long does the permanent residency (PERM) process take?** Once a PERM case is initiated, the permanent residency process typically takes 2 to 3 years, though exact timing may vary based on current processing times. This timeline includes case kickoff, prevailing wage determination, recruitment, and PERM certification. Once the PERM is certified, the next step is to file the I-140 petition. A full outline of each stage in the green card process can be found [here](#).
- 3. What does it mean when my I-140 petition is approved?** An I-140 approval means that USCIS has accepted your employer’s petition to sponsor you for permanent residency in a specific employment-based category. However, I-140 approval does not grant work authorization or permanent residency by itself. You must still maintain your valid work authorization. Once approved, your I-140 also allows you to extend your H-1B status beyond the standard six-year limit while you wait for your priority date to become current.
- 4. When am I eligible to file Form I-485 (Adjustment of Status)?** You may file Form I-485 (Application to Register Permanent Residence or Adjust Status) once your priority date is current according to the U.S. Department of State’s [Visa Bulletin](#). This step allows you to officially apply for your green card. Until then, you will remain in your existing nonimmigrant status. For guidance on priority dates and eligibility, please reach out to visas@eab.com.