

The background of the slide features a large, faint watermark of the Stanford University seal. The seal is circular and contains a redwood tree in the center, with the text "L. D. STANFORD JUNIOR" at the top, "DIE LUFT DER FREI" on the sides, and "1891" at the bottom. The seal is surrounded by a decorative border.

Postdoctoral Administrators Quarterly Meeting

April 13, 2017
10:00 a.m. – 11:30 a.m.
LKSC 130

Agenda

- ❖ **Welcome – Shannon**
- ❖ **Information Sheet Education Details – Shannon**
- ❖ **GFS Revamp – Shannon**
- ❖ **Notifications to Bechtel I-Center - Shannon**
- ❖ **Visa & Immigration Updates – Lee Madden, Lynn Kroner, & Kathy Shek, of Bechtel I-Center**
- ❖ **IDP Reminder – AI Murray**
- ❖ **Open Lab and In-Person Training Classes - AI**

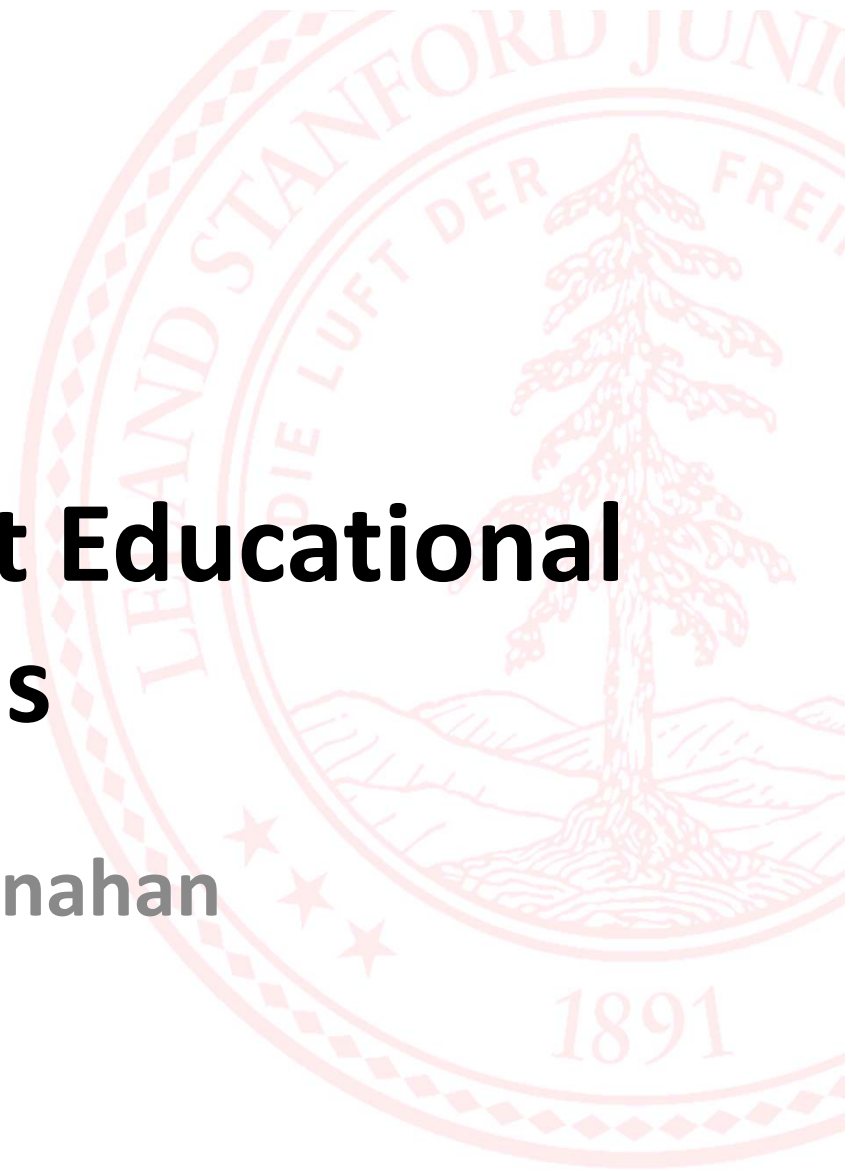
Welcome!

Shannon Monahan



Information Sheet Educational Details

Shannon Monahan



Information Sheet Educational Details

1. Make sure postdocs have selected PHD or MD (or appropriate degree type), not DOCTORAT
2. Return forms that do not include their doctorate degree in the Education Details section of the Info Sheet (they can enter a future date for Degree Conferred).

GFS Revamp

Shannon Monahan



GFS Revamp

- GFS entry for postdocs will now be separate from graduate students
- The UI is getting a makeover
- The notion of quarters/terms will be removed from the postdoc section
- Removing tabs—see and enter all info on one page

Notifications to Bechtel I-Center

Shannon Monahan



Notifications to Bechtel I-Center

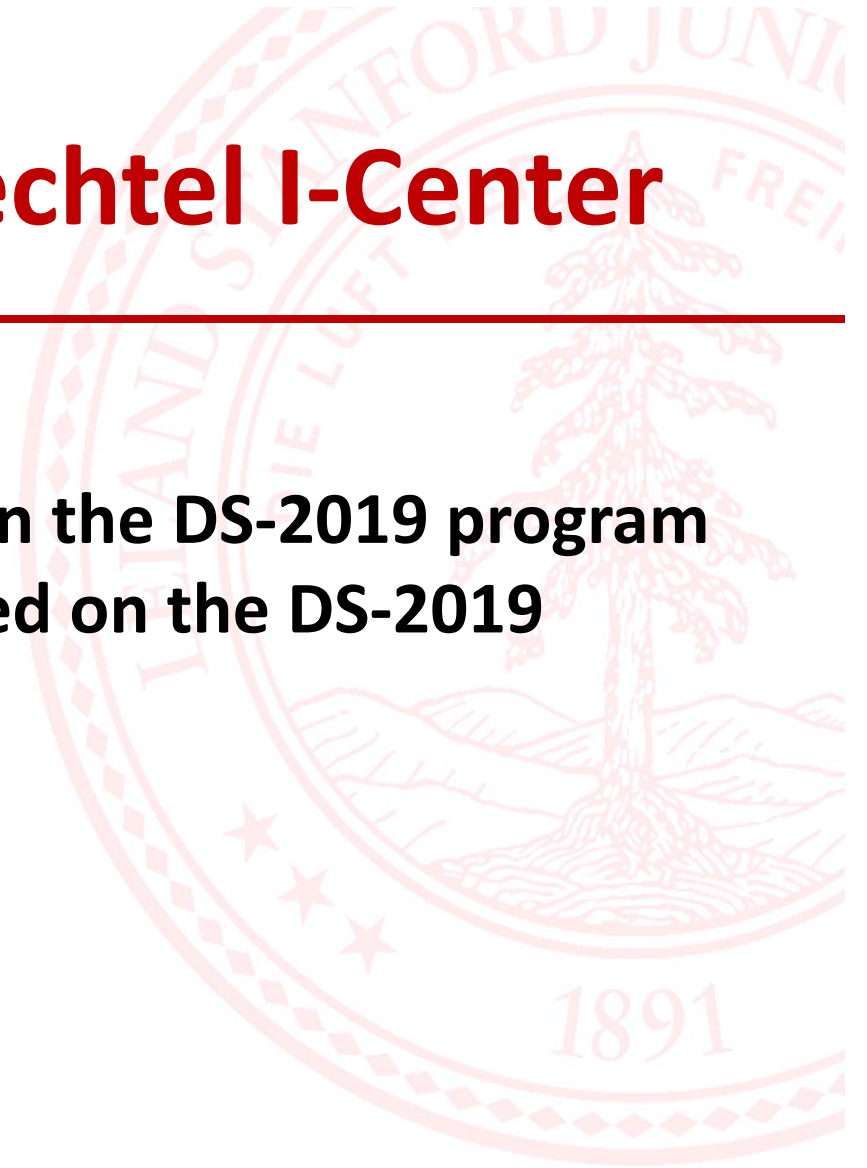
- **When must you, as the Postdoc Administrator, provide notice of departure of an International Scholar from Stanford, or other incident, to the Bechtel I-Center?**
 - **A recent I-Center audit found a number of International Scholar records that were not properly updated when postdocs had left Stanford**
 - **Timely reporting to the I-Center is critically important for notice to the Exchange Visitor Program**

Notifications to Bechtel I-Center

Q1: An International Scholar has completed his postdoc appointment on the end date noted in his offer letter and DS-2019 document. Is a notice to Bechtel I-Center required?

Notifications to Bechtel I-Center

- **Correct answer –**
 - No notice is required when the DS-2019 program ends on the end date noted on the DS-2019 document



Notifications to Bechtel I-Center

Q2: A PI notifies you that his grant that supported an International Postdoc will not be renewed and there are no other funds to support the postdoc. The appointment will end 3 months earlier than the current appointment and DS-2109 program end dates. Is a notice to Bechtel I-Center required?

Notifications to Bechtel I-Center

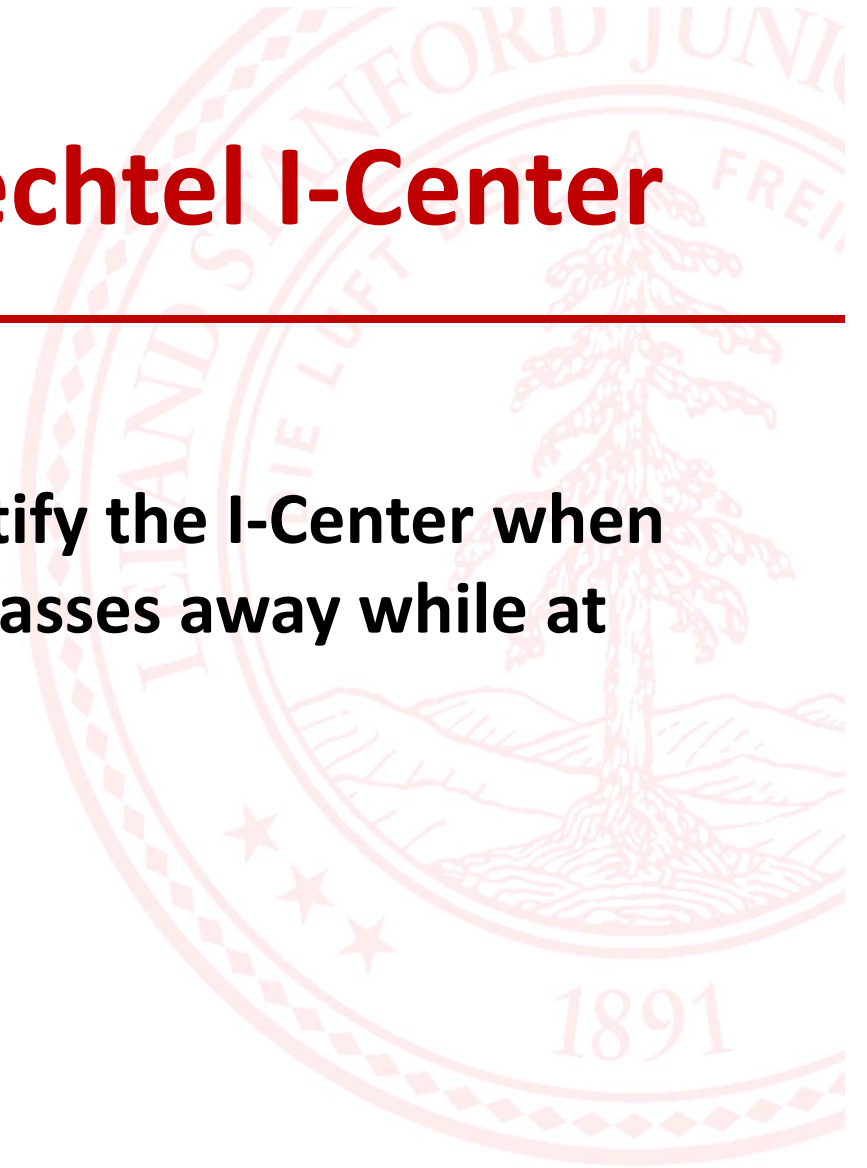
- **Correct answer –**
 - You must timely notify the I-Center when a DS-2019 program is ending more than 15 days prior to the end date noted on the DS-2019 document
 - Except in cases where the DS-2019 will be transferred to another U.S. institution

Notifications to Bechtel I-Center

Q3: You were just notified that an International Postdoc has passed away. Is a notice to Bechtel I-Center required?

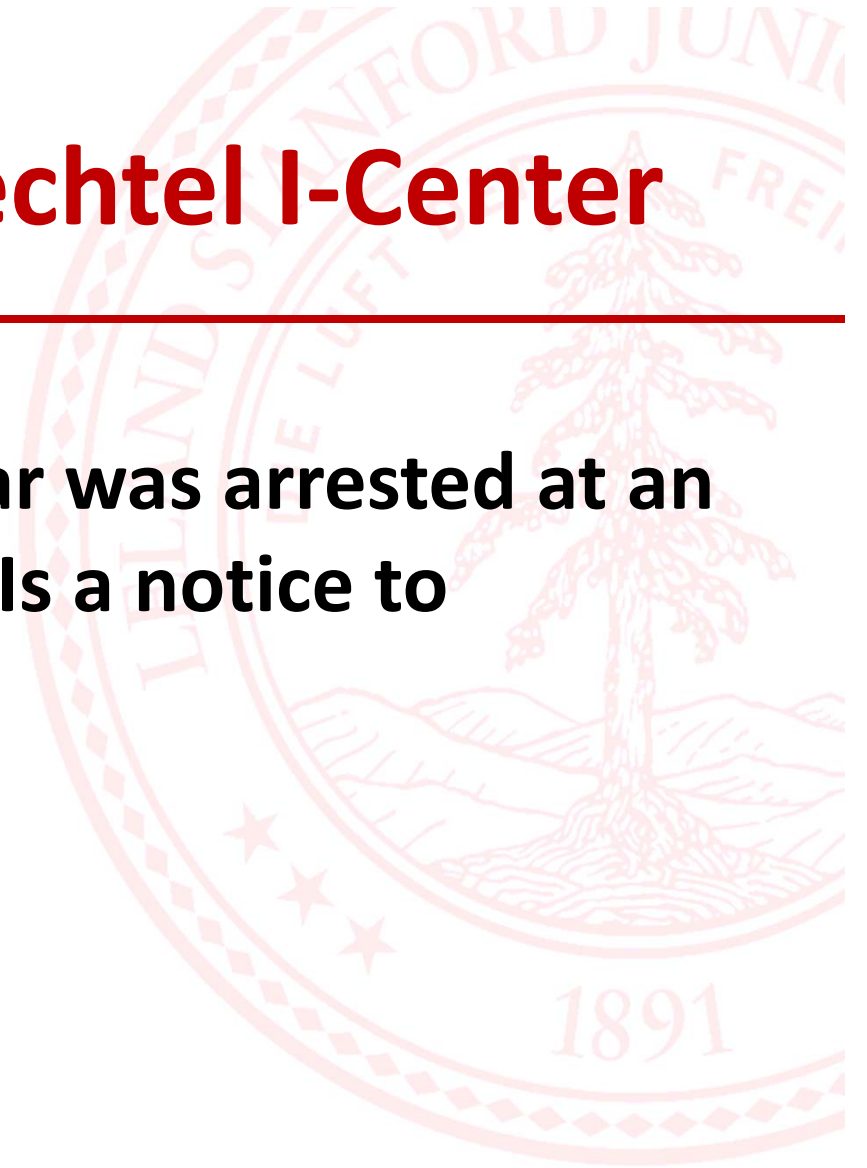
Notifications to Bechtel I-Center

- **Correct answer –**
 - You must immediately notify the I-Center when an International Scholar passes away while at Stanford



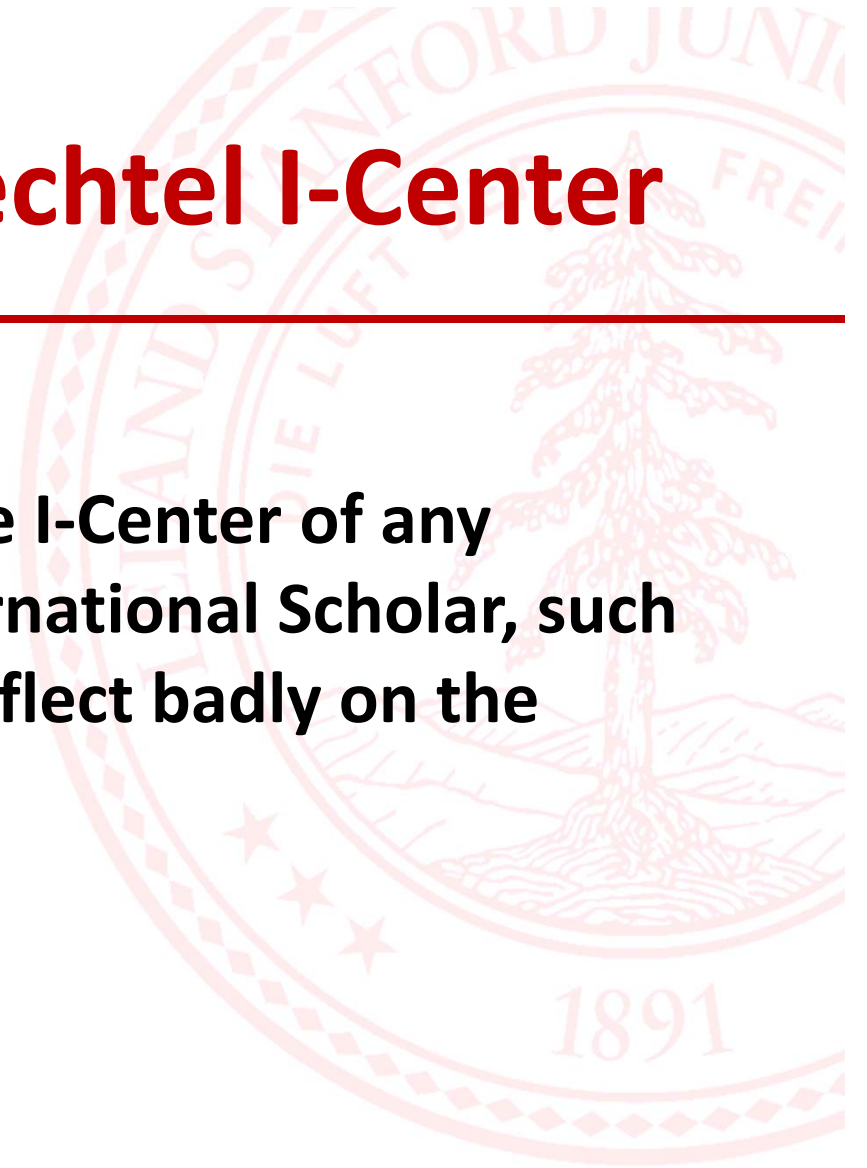
Notifications to Bechtel I-Center

Q4: An International Scholar was arrested at an off-campus protest march. Is a notice to Bechtel I-Center required?



Notifications to Bechtel I-Center

- **Correct answer –**
 - You must timely notify the I-Center of any incident involving an International Scholar, such as an arrest, that might reflect badly on the Exchange Visitor Program



Notifications to Bechtel I-Center

Q5: An International Postdoc notifies you that he has received a green card even though the DS-2019 document does not expire for 10 more months. Is a notice to Bechtel I-Center required?

Notifications to Bechtel I-Center

- **Correct answer –**
 - You must timely notify the I-Center of any change in visa or residency status that occurs prior to the end date on the DS-2019 document

IMMIGRATION UPDATES

April 13, 2017

Stanford | Bechtel International Center

TOPICS

- Visa/Travel Updates
- J-1 Updates
- H1B Updates
- O-Visa

VISA/TRAVEL UPDATES

Nationwide temporary restraining order to block parts of the travel ban is still in effect – for now.

- Consulates should still be accepting visa applications from individuals from the 6 countries (Iran, Sudan, Libya, Somalia, Syria, and Yemen).
- Stanford can continue to issue DS-2019s for scholars from the 6 countries, although visa applications will most likely get stuck indefinitely in visa delays or even denied for other reasons.
- Current J-1/H1Bs from the 6 countries should not travel if their visas are expired.
- J-1/H1Bs currently in the US from the 6 countries with valid visas who plan to travel internationally should definitely register their travel with OIA and contact the Bechtel International Center:
 - OIA travel registry:
https://stanforduniversity.qualtrics.com/SE/?SID=SV_dojuh4C1dhYJXr7
 - Bechtel International Center contact information for those from the 6 countries:
travelban@stanford.edu - can request to meet with immigration attorneys made available by Stanford.
- All Stanford affiliates should register their international travel with OIA.

VISA/TRAVEL UPDATES

Increase visa wait times – visa delays

- Executive order canceled the visa interview waiver program – all visa applications will require an in-person interview
- DOS cable calls for heightened screening and vetting of visa applications.

VISA/TRAVEL UPDATES

Traveling with electronic devices

- Traveling from the Middle East on direct flights to the US – large electronic devices (anything larger than a phone) are not permitted onboard an aircraft and are instead required to be placed in checked luggage – <https://www.dhs.gov/news/2017/03/21/fact-sheet-aviation-security-enhancements-select-last-point-departure-airports>
- Increase scrutiny of electronic devices by Customs Border Protection (CBP) when entering the US

VISA/TRAVEL UPDATES

Coming to Stanford in B-1/B-2 or ESTA (from visa waiver countries)

- Increased scrutiny by CBP ensuring the activity the individual will be engaging in is consistent with the purpose of the B-1/B-2 or ESTA status.
- Anyone holding a Stanford appointment must come in a visa status sponsored by Stanford.
 - Exceptions: anyone with a valid employment authorization document

VISA/TRAVEL UPDATES

Stanford's Travel Guidance:

<http://immigration.stanford.edu/current-international-travel-guidance/>

- Links to other useful pages:
 - Stanford's International Travel Policy,
 - Immigration Issues and Resources,
 - Information Security Office's guidelines for protecting digital information while traveling internationally,
 - Stanford Law School's Immigrants' Rights Clinic with information on one's rights at the border and at airports, including digital privacy while traveling.

J-1 UPDATES

Maintain up-to-date J-1 records

- Funding changes – submit “update funds without an extension” request in workflow
- Early terminations – don’t forget to shorten the DS-2019 by submitting “shorten program” request in workflow
- Death of an EV – need to notify Bechtel International Center immediately

J-1 UPDATES

Incident Reporting

- J-1 program sponsors are required to report “investigations of an exchange visitor’s site of activity or any serious problem or controversy that could be expected to bring the Department of State, the Exchange Visitor Program, or the sponsor’s exchange visitor program into notoriety or disrepute, to include: [22 CFR 62.13(d)]:
 - Potential litigation related to a sponsor’s exchange visitor program, in which the exchange visitor may be a named party
 - Death of an exchange visitor
 - Serious injury of an exchange visitor
 - Sexual abuse allegations”

Regulations require sponsors to report incidents on or before the next business day!

J-1 UPDATES

Workflow request reminders:

- Stanford Host Department Information section – be sure to enter an alternate contact person in the manager field, who is not the PI, and is not the same person submitting the request.
- Initial requests – program description field best practices
 - Be general e.g. “research in the field of biomedical sciences”
 - We will use our discretion to modify program descriptions to follow this practice.
 - Do not enter the name of the department or faculty host name in this field.
- Initial requests – city of birth for Chinese, Japanese, Swiss nationals – do not rely on passports as they list regions. Confirm with scholars from these countries on their actual city of birth.
- Initial requests – Position in home country – what was the scholar last doing in their country of legal permanent residence

H1B UPDATES

Suspension of premium processing for the next 6 months
– USCIS only accepting H1B petitions for regular processing.

As of 1/31/17, CSC was only processing petitions received on July 2, 2016 – 9-month processing time.

H1B UPDATES

Unannounced Site Visits by USCIS

- Standard visits by USCIS officers from the Fraud Detection and National Security unit (FDNS) to verify the accuracy of the details of an H1B petition to investigate potential fraud by H1B employers.
- Visits are done by USCIS or contractors, not ICE (Immigration Customs Enforcement) or FBI as enforcement agencies, contrary to what is being reported on social media.
- What kind of information are they looking for typically?
 - position and job duties
 - requirements of the position
 - salary – pay statements
 - work location
 - start date and
 - previous work experience and credentials.
- Visits can be unannounced at the work site with an officer looking for the H1B employee but typically involves USCIS contacting Bechtel via email for us to email them the requested information.

H1B UPDATES

Reminders:

- Approved Change of Status petitions – no international travel – even if the H1B has been approved, until beneficiary is able to reenter in H1B status with H1B visa stamp, not earlier than 10 days prior to start date on approval notice.
- Initial petitions for consular processing – cannot enter any earlier than 10 days prior to the H start date on approval notice.
- Extensions/Ports with pending H1B petition – can continue working up to 240 days.

O-VISA

- Like an H-1, it's a petition filed with USCIS
- Employment-based, also like an H-1: must receive salary
- Merit-based: Employer submits a dossier or collection of evidence to USCIS showing that the applicant enjoys “sustained international acclaim for extraordinary ability in sciences, arts, education, business or athletics, where the beneficiary is one of a few to have risen to the top of the field.”
- USCIS has demonstrated some discretion interpreting this very subjective standard, but it cannot be ignored.
- No limit on the number of extensions that may be granted
- No USCIS suspension–premium processing still available
- Dual intent (can be used while applying for a green card)

O-1 VISA PROCESS

- Bechtel does not determine whether someone is eligible for an O-1.
- Significantly more documentation is needed for this visa application than for an H-1.
- Begin the process by submitting a transaction in Workflow.
- After submission, supporting documentation must be gathered by the department and the applicant.
- Bechtel provides detailed instructions on the gathering of this documentation:
 - Cover letter --we provide template of what to say and what not to say
 - Applicant's CV
 - Evidence --consists of awards, memberships, publications etc.
 - Letters of recommendation (6) --experts in the field
- Timing: When all of the above is delivered, Bechtel prepares several immigration forms and the whole package is then sent to USCIS for adjudication.
- In addition to the filing fee of \$460, Premium Processing is available for \$1225 and turnaround is about 15 days.

QUESTIONS?

internationalscholars@stanford.edu

Individual Development Plan (IDP)

Al Murray



Individual Development Plan (IDP)

- IDP Meetings are required for all Postdocs within the first 90 days of appointment start date, and annually thereafter
- <http://postdocs.stanford.edu/idp/>
 - Please remind Postdocs to initiate this process with their PI
 - Confirm meeting is completed and reported via <http://postdocs.stanford.edu/idp/reporting/>

Open Lab and In-Person Training

Al Murray



Open Lab and In-Person Training

- Open Lab and Classroom Postdoc Admin Training for Postdoc Policy and Web Forms:
 - First Friday of every month, 8:00 am – 10:30 am
 - No computers in LKSC or MSOB rooms, feel free to bring a laptop
 - **LKSC Room 209**
 - April 7, May 5, June 2, August 4, 2017
 - **1265 Welch Road, MSOB, x140**
 - July 7, 2017
- **NEW!** PeopleSoft Open Labs for GFS and GFS BI Reports have changed to 1:1 BlueJeans Sessions:
 - Submit HelpSU to PeopleSoft GFS for remote session
 - <https://helpsu.stanford.edu/helpsu/3.0/helpsu-form?pcat=PS-GFS>
 - <http://gfs.stanford.edu>
 - <http://gfs.stanford.edu/gfspostdocs.html>

Open Forum

Questions?

HelpSU.stanford.edu

(Category: "Student Services"; Request Type: "Postdoctoral Affairs")

PLEASE DO NOT email postdocaffairs@Stanford.edu for urgent matters.