



September 7, 2021

Good afternoon,

We would like to take this opportunity to provide UT Stakeholders and Departments sponsoring H-1B employees with the attached memo, Department Obligation and Compliance. UT Departments sponsoring H-1B employees assume responsibility on behalf of the University of Toledo to comply with regulations mandated by the Department of Labor (DOL) and United States Citizenship and Immigration Services (USCIS).

As indicated in the attached memo, please notify our office of any changes in the employment of the H-1B employee (i.e: changes in job title, job duties/responsibilities or requirements, number of hours and work location) prior to any of those changes going into effect.

Please note, the H-1B is very specific to those duties stated in the original petition. If payment or benefit is received for services outside the approved job duties, this is most likely unlawful employment, which jeopardizes the validity of the employee's H-1B status, and which may affect future filings and/or the ability to obtain a permanent residency card. The Department should be mindful to only provide employment that has been authorized by USCIS. The approval of an H-1B does not allow the employee to work any other job at UT.

Please review the attached memo carefully and reach out to us if you have any questions or concerns.

Sincerely,

**Maryam Sediqe, JD**

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