

## WORK AUTHORIZATION GUIDELINES

Under the Immigration Reform and Control Act of 1986, all employees must provide original documents which verify identity and right to work. By law, Section 1 of the I-9 Form must be completed on the first day of employment, and Section 2 of the I-9 Form must be completed within three (3) business days from date of hire. To be considered for employment in the United States, an individual must have work authorization. Most common examples are as follows:

Status/Visa	Eligibility	Allowable Length of Stay	Normal Processing Time*
B-1 (Business)	Business visitor coming to observe, negotiate contracts, or train at Employer. <b>Cannot be compensated by Employer.</b>	3-6 months.	Immediate at Consulate or through Visa Waiver Program.
F-1 (Optional Practical Training)	Optional Practical Training following graduation from a college or university degree program.  <b>Note:</b> Employees in F-1 status are only required to pay state and federal taxes.	Up to 12 months after graduation.	About 3 months to get EAD card in Foreign student office at school.  <b>Note:</b> Employees must have EAD card to complete an I-9.
TN	Canadian or Mexican citizen in a professional position listed under NAFTA. Generally requires degree and/or 3-5 years experience depending on category.	1 year, extendable for increments of 1 year indefinitely (although continued renewals are scrutinized more closely).	1-3 days at a Port of Entry. Additional requirements for Mexican nationals.
H-1B	Must be coming to fill a professional position that requires at least a U.S. bachelor's degree, and must have at least the equivalent of a U.S. bachelor's degree in the area of profession.	3 years with one extension of additional 3 years for a total of 6 years at which time the Employee will have to be out of the country for at least 1 year to obtain a new H-1B visa. An exception exists when the beneficiary has an approved I-140 with a priority date > 365 days old. In this instance, additional extensions in increments of one year are available.	60-120 days (option for premium processing of 15 days with an additional fee). Candidates who are currently working in H-1B status with another employer can begin work for Employer immediately upon filing a petition by Employer on their behalf.
J-1	"Exchange Visitor" Trainees	Up to 18 months. Under some circumstances, the applicant must return to the home country for 2 years before being eligible to obtain a different non-immigrant status or lawful permanent residence.	6-10 weeks.
L-1	Intra-company transfer. Requires specialized knowledge of Employer's product or experience at a managerial/executive level. Must have worked at foreign site for one out of last 3 years.	3 years, extendable by 2 years at a time, for a total of 5 years for specialized-knowledge employee's and 7 years for managerial employee's.	60-120 days (option for premium processing of 15 days with an additional fee).
U.S. citizen & permanent residents	No special requirements.	Indefinitely	Can work immediately.