

Immigration Guide for Indiana Employers

Sixth Edition

Contents

Chapter 1: Introduction to the U.S. Immigration System.....	11
Goals and Purposes of U.S. Immigration Law and Policy.....	11
Roles of Government Agencies: The DOS, USCIS and DOL.....	12
U.S. Department of State (DOS)	12
U.S. Citizenship and Immigration Services (USCIS)	13
Sources of U.S. Immigration Laws and Policies.....	14
Chapter 2: Nonimmigrant (Temporary) Work Visa Options and Procedures	17
Introduction.....	17
Temporary Visa Classifications and Categories	17
General Temporary Visa Application Procedures	19
Cases in Which a Preliminary USCIS Petition Is Not Required.....	19
Cases in Which a Preliminary USCIS Petition Is Required	20
Applying for the Temporary Visa (Passport Stamp) at a U.S. Consulate or Embassy.....	21
Entering the U.S.: U.S. Customs & Border Protection’s Entry Stamp/Electronic I-94.....	22
Business-Related Visa Categories: Descriptions and Procedures	22
Treaty Traders and Treaty Investors.....	22
Executives and Managers.....	27
Professionals	32
Business Visitors: B-1 Classification	52
Foreign Students.....	54
Trainees.....	56
Laborers	62
Change of Status vs. Extension of Status	67
Changing Employers.....	68
Most Temporary Work Visa Classifications are Employer-Specific.....	68
Mergers, Acquisitions and Other Corporate Changes	69
Types of Corporate Changes Affecting Employee Visas	70
Effects on Temporary Visas.....	70
Special Situations: Successors in Interest and Transfers to Affiliated Employers.....	71
Chapter 3: Employment-Based Immigrant Visa (Green Card) Processes	73
Introduction.....	73
Overview of Employment-Based Preferences: Five Categories.....	73
First Preference (EB-1) Categories: Priority Workers.....	74
EB-1-1: Foreign Nationals with Extraordinary Ability	74
EB-1-2: Outstanding Researchers and Professors	75
EB-1-3: Multinational Manager/Executive	76
Second Preference (EB-2) Categories: Exceptional Workers.....	77
EB-2-1: Foreign Nationals of Exceptional Ability and National Interest Waivers.....	78
EB-2-2: Foreign Nationals Holding Advanced Professional Degrees	78

Third Preference (EB-3) Categories: Skilled Workers and Professionals.....	78
EB-3 Subcategories	79
Labor Certification	79
Change of Employers, Mergers, Acquisitions and Other Events That May Affect Approved and Pending Labor Certification Cases.....	87
PERM Labor Certification for Roving Employees.....	90
No Substitution of Foreign National Beneficiaries Permitted	90
Filing of the PERM Labor Certification Establishes Beneficiary's Priority Date	90
Immigrant Visa Petitions for Third Preference Workers.....	91
Fourth Preference (EB-4) Categories: Special Immigrants	92
The Final Step of the Immigrant Visa Procedure: Adjustment of Status vs. Consular Processing ...	92
Adjustment of Status.....	92
Consular Processing for Immigrant Visa Cases.....	93
Priority Date Determines The Order of Visa Eligibility and EB-3 Worldwide and Special Backlogs for India-Born and Mainland China-Born Citizens.....	94

Chapter 4: Employing Foreign Employees: Legal Rights and Responsibilities ... 99

Introduction.....	99
Employer Obligations Under IRCA.....	99
When Is a Foreign Worker Authorized for Employment?.....	100
Hiring Foreign Workers Currently in the United States (Pre-existing Visa Status).....	101
Hiring Foreign Students	102
Hiring Canadian Professionals	102
Hiring Out-of-Status Foreign Nationals	102
When Can a Foreign National Go on the Payroll?.....	103
Consequences of Unauthorized Employment: Penalties and Enforcement	103
Sanctions, Audits and Investigations	103
Penalties	105
Defenses.....	106
Independent Contractor and Joint Employer Liability.....	106
Key I-9 Issues	107
Duty to Inquire vs. Duty to Not Unfairly Discriminate.....	107
Pre-hire Inquiries.....	108
Strategies When an Employer Is Put on Notice Through Workplace Sources	108
Immigration Employment Compliance Strategies, Timing and Verification Procedures.....	110
Employee Completion of Section 1	110
Employer Review of Verification Documents by Third Day of Employment.....	111
Employer Must Not Tell Employee What Documents to Present.....	111
Employer Must Not Request an USCIS-Issued Work Document.....	111
Employer Must Not Consider a Section 1 Expiration Date in Its Hiring Decision.....	111
Employer Must Not Request Documentation to Verify Section 1 Information.....	111
Employer Must Review Section 2 Documents	112
Employer Must Complete Section 2 with Pertinent Information About the Employee's Documents	112
Employer May Keep Copies of Section 2 Documents.....	112
Employer Must Conduct Reverification by the Work Authorization Expiration Date.....	113
Employer Must Maintain the I-9 Form for Required Period of Time	113
Developing a Comprehensive I-9 Policy	116
E-Verify Employment Eligibility Verification	117
The Basics of E-Verify	117
The Federal Contractor Rule and E-Verify	118

State E-Verify Requirements	119
Employment Discrimination: Grounds and Procedures	120
Grounds	120
Procedures	120
Unemployment Compensation	120
Worker’s Compensation	121
Wage and Hour Laws	121
Labor Laws.....	121
“At-Will” Employment.....	122
Social Security Issues	122
Social Security Administration: Applying for a Number.....	122
Dealing with Layoffs and Other Terminations of Employment	123
Layoffs of H-1B (Specialty Occupation or Professional) Employees.....	123
Layoffs of Other Foreign National Employees (E-1, E-2, L-1, TN, O-1, H-2B, H-3, J-1 and F-1 Status)	124
Layoffs of Employees in the Green Card Process	125
Chapter 5: Recent Immigration Updates (content pending)	139
Appendix A: Retention Requirements for Immigration Compliance Documents	139
H-1B LCA Public Access File	139
PERM Audit Report	139
I-9 File.....	139
FDNS/ICE Inspection Material	140
Miscellaneous Immigration Records	140
Index.....	139