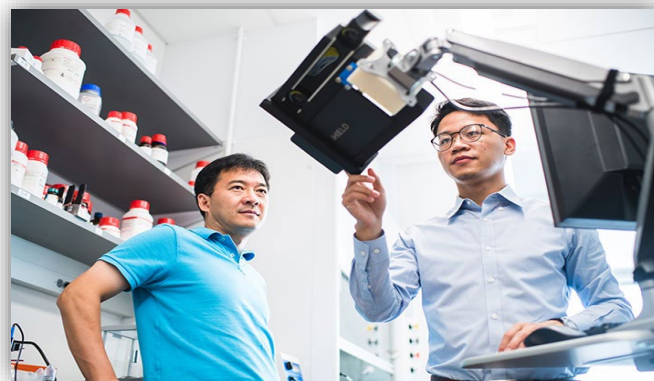


# ISSO Scholar Services Overview

CAMED  
02/27/2025



**Sharon Ralston – Assistant Director for Scholar Services**  
([sralston@bu.edu](mailto:sralston@bu.edu))

**Sonali Mukherjee – International Scholar Advisor**  
([sonalim@bu.edu](mailto:sonalim@bu.edu))





# International Scholars/Employee's @ BU

1260

International Scholars/Employees

103

Places of Origin

## Top 10 Places of Origin

China, PRC – 257

India – 198

Norway – 69

Italy – 49

South Korea – 44

Germany – 42

Canada – 41

Turkey – 36

France – 32

Spain -24

## Immigration Classifications

J-1 Exchange Visitors – 497

F-1 OPT/STEM OPT – 327

H-1B Temporary Workers – 238

Other Sponsored (TN, O-1, E-3) – 17

Other non-sponsored – 181

Based on annual report period from July 1, 2023 – June 30, 2024



# Key ISSO Scholar & Employee Services

1

## Arrival and Orientation



2

## Advising on Legal Immigration Status

ISSO



3

## U.S. Employment Authorization



4

## International Travel



# Key ISSO Scholar & Employee Services

1

## Arrival and Orientation



- ✓ Orientation programming
- ✓ Provide non-immigrant sponsorship
- ✓ Assist with visa application
- ✓ Connect scholars to BU central support offices
- ✓ General guidance: payroll, bank, driver's license, SSN



# Key ISSO Scholar & Employee Services

2

## Advising on Legal Immigration Status



- ✓ SEVIS Compliance
- ✓ ISSO Check-In
- ✓ Maintenance of status
- ✓ Appointment changes
- ✓ Add dependents
- ✓ Options for continued employment
- ✓ Change immigration status
- ✓ Provide training and work with key BU stakeholders

# Key ISSO Scholar & Employee Services

3

## U.S. Employment Authorization



- ✓ Strategize potential options for employment
- ✓ Verify I-9 for Employment @ BU
- ✓ Re-verify employment eligibility as required
- ✓ Process multi-step H-1B petitions thru both DOL & USCIS
- ✓ Review changes of employment terms & update petitions as appropriate

# Key ISSO Scholar & Employee Services

4

## International Travel



- ✓ Sign DS-2019 for Travel
- ✓ Advise on visa renewal, security clearance delays, travel ban, etc.
- ✓ Discuss travel timing strategy & recommended documentation

# Immigration Strategy Considerations



Immigration  
Processing  
Timeline



Primary  
Activity or  
Employment



Academic  
Credentials &  
Licenses

Physical  
Location/Travel

Work  
Location/Flexible  
Work Arrangement



BU Salary or  
Uncompensated  
Appointment



Immigration  
History – Bars  
or Time Limits?



Length of  
Employment or  
Activity





# Immigration Strategy Considerations



**Is Scholar/Employee OUTSIDE of the U.S.?**

**ISSO processing required** – Send completed Immigration Processing Request to the ISSO

# Immigration Strategy Considerations



## Is Scholar/Employee **ALREADY** in the U.S.?

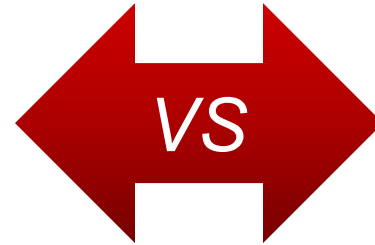
Does their current immigration classification or employment authorizations allow for the desired appointment or employment?

- **YES** - No ISSO processing required; New employee/scholar schedule ISSO clearance & check in prior to employment start
- **NO** - ISSO processing required; Send completed immigration processing request to the ISSO

**If Unsure:** Please Contact ISSO Scholar Services

# Is ISSO Immigration Processing Needed?

ISSO Immigration  
Processing



OK for ISSO Clearance





# Initiating the ISSO Check-in and Clearance Process

New Scholars and Employees should commence the ISSO Check-in & Clearance process before the anticipated start date

## New J-1 Scholar Clearance & Orientation:

### New J-1 Exchange Visitor Orientation and Check-in

Virtual 

New J-1 Exchange Visitors are required to attend orientation as part of their ISSO Clearance and check-in process. New J-1 Scholars receiving a BU salary will complete the I-9 Employment Eligibility Verification during this time and do not need to schedule a separate in-person I-9 appointment.

Upon arrival in the US, please register for an upcoming session.

[Register](#)

## New employees

*(I-9 Employment Verification required)*

+

## H-1B Orientation & Overview

*(for new or continuing employees)*



By appointment ONLY

## Visiting Researchers & Visiting Students

*(non-J-1 ONLY)*

Virtual check-in and clearance via email or in-person at the ISSO during normal business hours:

**M, T, Th, F: 9 am – 5 pm &  
W 12 pm – 5 pm**

*Appointment letter required*



[www.bu.edu/isso/contact/appointment-scheduling-scholars-employees/](http://www.bu.edu/isso/contact/appointment-scheduling-scholars-employees/)



email: [issosch@bu.edu](mailto:issosch@bu.edu)







# ISSO Scholar & Employee Services & Scheduling

In-person & virtual appointments available for most\* ISSO services

- **Virtual appointment scheduling:** Contact your designated Scholar Advisor directly [bu.edu/isso/contact/scholar-advising](https://bu.edu/isso/contact/scholar-advising)
- **In-person appointments** (includes I-9 employment verification or general consultation): <https://www.bu.edu/isso/contact/appointment-scheduling-scholars-employees/>

\*I-9 Employment Verification for new employees must be done in-person via a scheduled appointment with the ISSO

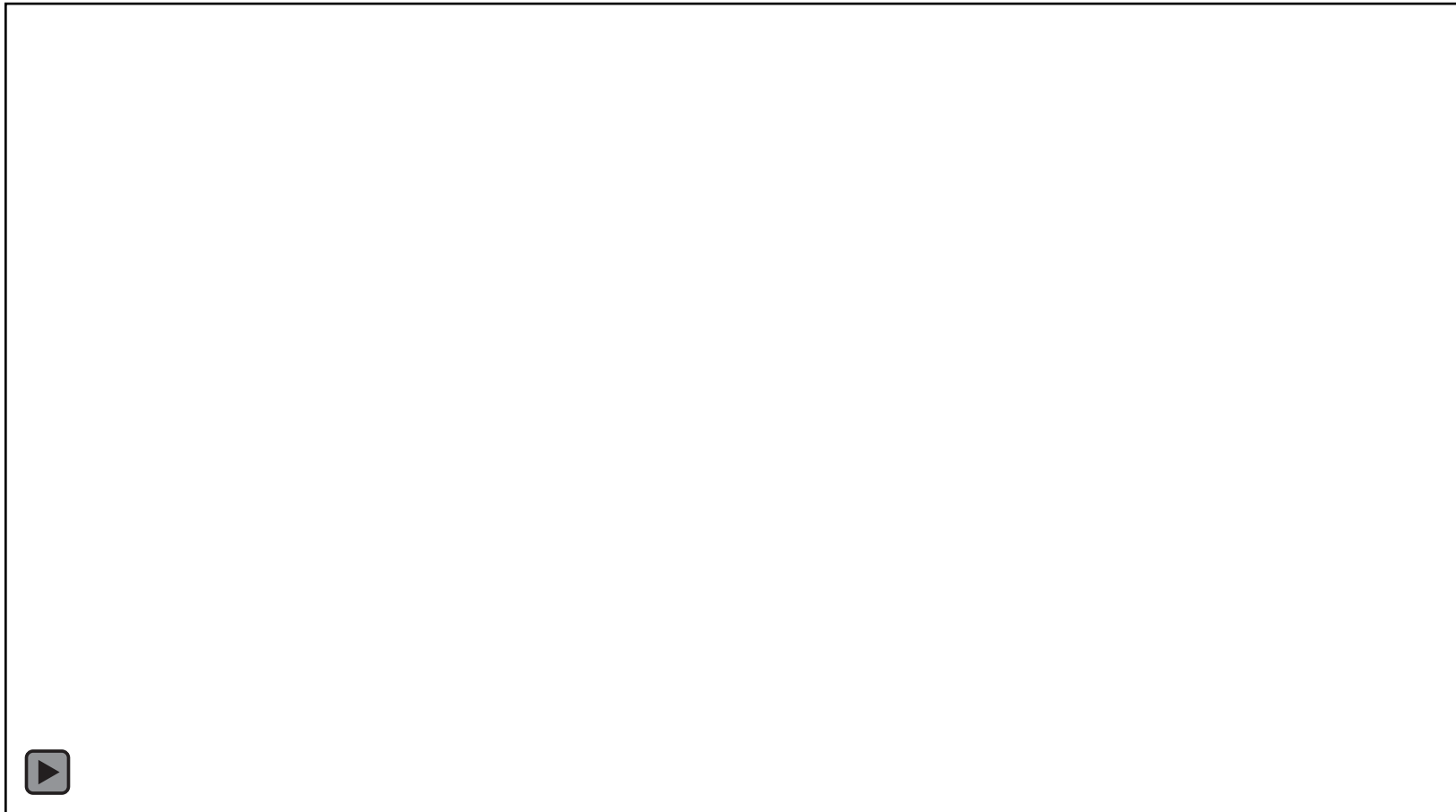


# ISSO Check-in and Clearance Process

- Welcome the new scholar/employee to the BU community & overview of ISSO role and services
- Review immigration documentation & discuss regulations to ensure scholars/employees understand their role in compliance.
- Form I-9 employment verification – must occur within 3-days of the start of employment
- Onboarding reminders to set employee up for success @ BU:
  - HR orientation for new employees
  - Reminder to consult with Payroll regarding U.S. taxation forms, tax treaties, etc.
  - U.S. Social Security number (if required)
  - Terrier Card and system access
  - Connect with other offices (host department, Professional Development & Postdoctoral Affairs, etc.)



# Information for Hosting Departments



<http://www.bu.edu/isso/>

[issosch@bu.edu](mailto:issosch@bu.edu)

# Institutional Compliance Reminders

- ✓ **BU MUST** comply with federal regulations regarding the employment or activity of foreign nationals
- ✓ **BU MUST** have **every** foreign national have an immigration status that permits the affiliation or have been granted appropriate permission by **U.S. Citizenship & Immigration Services (USCIS)**
- ✓ **BU HAS AUTHORIZED** the ISSO to oversee the University's **J-1** and **F-1** population via the SEVIS system and to petition to USCIS for **H-1B, E-3, TN, O-1** visas and permanent residence based on BU employment
- ✓ **ALL** foreign nationals **MUST** be cleared by ISSO **prior** to commencing any teaching, research or employment on campus





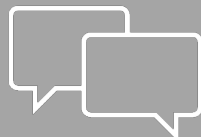


# Key Stakeholder Roles



## Host Department:

Provide accurate and timely details about the employment/appointment throughout the entirety of the employee/scholar's tenure



## Employee/Scholar:

Provide accurate and timely notification to ISSO related to changes in employment, immigration or other changes that may affect immigration status in the US



## ISSO:

Review, advise and process immigration paperwork as necessary based on information provided by host department and scholar/employee



## Other Stakeholders:

Office of the General Council, Human Resources, Faculty Actions, Postdoctoral Affairs, Provost, Payroll, etc.

# Communicating with the ISSO

1

One contact per department ensures confidentiality & streamlining



2

Keep ISSO in the loop for each scholar/employee for the duration of their BU lifecycle



3

Timing Matters! Immigration & employment regulations are complex so start early



4

Work closely with your Dean's Office or Faculty Affairs for conferral of academic teaching & research positions



5

Be aware of the stakeholders and who may need to be involved



[www.bu.edu/isso/administrators](http://www.bu.edu/isso/administrators)



617-353-3565



Global Programs  
International Students & Scholars Office



[bu.edu/isso](http://bu.edu/isso)



[issosch@bu.edu](mailto:issosch@bu.edu)

# Where to find more Information

## Administrator Video Series

<https://www.bu.edu/isso/administrators/forms/training-videos-for-administrators/>

- Getting Started
- Immigration Processing
- Clearance & Check-in
- Considerations for Continuing Scholars & Employees
- J-1 Overview
- H-1B Overview
- OPT & OPT STEM Overview

## Administrators Website

- <https://www.bu.edu/isso/administrators/>



Thank you for spending some time with us today!