

UNLV Office of International Students & Scholars Announcements August 2009

Welcome to the Fall 2009 semester. Here are some important updates from OISS:

New Assistant Director

Jan Keiser joined OISS as the new “Kristen Reza” last week. Her job is to manage the process of bringing international faculty, researchers, staff, and scholars to UNLV. She will also process scholar visa requests and advise international scholars. Jan worked in a similar capacity at Washington State University and Vanderbilt University, and has 10 years experience advising international students and scholars at U.S. higher education institutions. Jan is available by appointment or you are welcome to contact Jan by phone (702) 895-0143 or e-mail: jan.keiser@unlv.edu

UNLV President's Reception for International Students and Scholars

The new UNLV president Neal J Smatresk and the Offices of International Students and Scholars and International Programs cordially invite you to attend a reception for UNLV's international community of students, faculty and staff.

Time: Thursday, August 27, 2009 - 3:00pm – 5:00 pm, doors open at 2:45pm with program starting at 3:00pm

Location: Richard Tam Alumni Center, TAC building, #81 on the campus map

This event honors YOU so we hope to see you there!

Address Change

All international scholars are required by law to report address change to OISS within 10 days of any move in the US. If you have a new address, phone number, e-mail address, please update us by emailing or coming into our office. If you receive paychecks from UNLV, then you should also update your address and contact information with the UNLV Nonresident Alien Tax Specialist. Her name is Debbie Honrath and her email is nraassistance@unlv.edu

Immigration Status Reminders

H-1B: Please check the copy of your H-1B approval notice (I-797 form) for the expiration date. If it is expiring within the next 6 months but you will continue your employment at UNLV beyond that date, please notify your supervisor to contact Jan Keiser or Richard Yien at OISS for necessary extension paperwork. Also, the original I-797 H-1B approval notice top portion is the property of UNLV. If you travelled out of the U.S. this summer and took your original H-1B approval notice, please remember to return that original document to OISS.

H-1B: Please do NOT sign or submit any furlough forms at this moment. H-1B employees must wait for further instructions regarding this issue from the university's administration. We will let you know what the procedure will be regarding this issue as soon as we can.

J-1: Please check the expiration date on your current DS-2019 form. If it is going to expire in the next two months but your work or studies at UNLV will continue beyond that date, please notify your supervisor to contact Jan Keiser or Richard Yien at OISS for necessary extension paperwork. Also, remember that you and your J-2 dependents (if applicable) must maintain the minimum required medical insurance during the entire time you (and your J-2 dependents, if applicable) are participating in the J-1 program in the U.S.

All Visa Statuses: Your passport should always be valid for at least 6 months into the future. If you need a passport renewal, please contact your embassy or consulate in the U.S. Also, if your job duties, title, or salary has been changed significantly, you must notify Jan Keiser or Richard Yien at OISS immediately. If you are leaving UNLV earlier than the expiration date on your approval notice (for H-1B) or DS-2019 (for J-1), please contact Jan or Richard immediately.

Travel Precautions

H-1B: If you plan to travel outside the US in the near future, you need to see Richard Yien or Jan Keiser at OISS for travel advice to avoid re-entry complications.

J-1: If you plan to travel outside the US in the near future, you must see Jan or Richard for a valid travel endorsement on your current DS-2019 and to obtain any other necessary travel documents to avoid re-entry complications.

Want to see Richard or Jan?

Since UNLV is hiring/hosting many international faculty, researchers, staff, and visiting scholars, if you would like to see Richard or Jan, it would be helpful if you could call 702-895-0143 in advance to schedule an appointment. Or email them at jan.keiser@unlv.edu or richard.yien@unlv.edu

We hope you have a good semester.

Sincerely,

Office of International Students & Scholars