The most typical scholar visas for those currently inside the U.S. are F-1 OPT (graduates from U.S. schools) J-1 scholar transfers, and H-1B Temporary Workers changing employers. The following are the initial steps for scholars who are residing inside the U.S. with valid immigration status. For those of you needing Yale immigration sponsorship to begin employment, OISS will collect information from you if you have been offered a Yale academic appointment, whether or not Yale visa sponsorship is required. OISS will process requests as soon as we have received all necessary information from both you and your Yale host department. If you are coming to Yale and will be working under OPT you will also receive a request for updated information and documents.

### Preliminary Steps

1. **The Host Department Makes the Request**

   The first step is for your Yale host department to submit information to OISS about your appointment. They will provide documentation regarding your Yale appointment title, academic credentials, funding support and other details.

2. **OISS Reviews & Reaches Out to You**

   OISS reviews the request and will contact you for additional information and documentation. The OISS Connect system will ask you to enter information and upload documents for both you and any family members (spouse and children under 21 years of age.)

3. **OISS Confirms Your Immigration Status**

   The appropriate visa category for your initial appointment at Yale will be determined by OISS in consultation with you and your host department. If you plan to depart from the U.S. prior to joining Yale please contact your OISS adviser since there may be additional considerations and procedures.

   If you have a different visa status than the ones mentioned above, or wish to request a change of visa status, you are still required to complete the steps above.

   Those starting on **F-1 OPT** should be in touch with the school they graduated from, and provide OISS updates on your immigration status and work permission.

   **J-1** and **H-1B** transfers need to review the next steps below.
Transitioning with H-1 B or J-1 Status

**H-1B Employees Inside the U.S.** [2]

The H-1B process must first be approved and initiated by the Yale hiring department. An OISS adviser [3] will work with you and the department to prepare the application. You will need to provide documents required for your H-1B “portability” application, which can take 3-6 months using USCIS expedited process. You must also maintain your legal H status with your current employer until the Yale sponsorship has been filed (please speak with your current employer.)

**J-1 Scholars**

Click the link below for a description of the J-1 scholar transfer process.

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**J-1 Scholars**

Learn about transferring your J-1 status to Yale.

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[4]
All Other Visa Types

If you are transferring an H-1B, O-1, TN or other employment-based visa, please contact the designated OISS adviser for your department or school.

[3]