

INTERNATIONAL FACULTY & SCHOLARS

Global Center, Room 142
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RECEIPT NOTICE MEMORANDUM

TO: H-1B Beneficiary

FROM: UA International, International Faculty & Scholars

SUBJECT: H-1B I-797 Receipt Notice & Certified Labor Condition Application (LCA)

CC: Sponsoring Department

The I-797 Receipt Notice is an official USCIS document that confirms receipt of an immigration filing, assigns a unique receipt number, and establishes the case's priority date and processing timeline.

Once received, you will be provided with scanned copies of the following documents related to the Form I-129 H-1B petition filed on your behalf by The University of Arizona:

- **I-797 Receipt Notice**, and
- **Certified Labor Condition Application (LCA)**.

Depending on the type of petition submitted, the Receipt Notice may also serve additional purposes, as outlined below.

1. Initial Request for H-1B Status

If the petition filed on your behalf is requesting a change of status or initial H-1B classification, the I-797 Receipt Notice serves only as proof that USCIS has received the petition.

You are not authorized to work until the petition is approved and I-797 Approval Notice received.

2. Extension of H-1B Status at The University of Arizona

If the petition filed is requesting an extension of your H-1B status with The University of Arizona, the I-797 Receipt Notice allows you to continue employment for up to 240 days beyond the expiration of your current H-1B status, provided the extension petition was timely filed.

To continue employment, the sponsoring department must submit the following to Workforce Systems:

1. I-797 Receipt Notice
2. New Form I-9
3. PAF for appointment renewal

3. Change of Employer (H-1B Portability)

If you are already in H-1B status and a petition was filed to change your employer to The University of Arizona, the following documents together serve as proof of your H-1B status and work authorization:

- I-797 Receipt Notice (UA petition), and
- Your most recent I-797 Approval Notice from your prior employer.

Employment authorization with The University of Arizona begins on the start date requested on the Form I-129. The I-797 Receipt Notice remains valid for this purpose until the petition is approved by USCIS.

H-1B Receipt Notice – Frequently Asked Questions (FAQ)

1. What is an I-797 Receipt Notice?

The I-797 Receipt Notice is an official issued by U.S. Citizenship and Immigration Services (USCIS) confirming that the H-1B petition has been received and is being processed. The I-797 Receipt Notice confirms receipt of an immigration filing, assigns a unique receipt number, and establishes the case's priority date and processing timeline.

2. Does the Receipt Notice mean my H-1B petition is approved?

No. The Receipt Notice does not mean approval. It only confirms that USCIS has received the petition. Approval is issued separately as an **I-797 Approval Notice**.

3. Can I work with only the Receipt Notice?

It depends on the type of petition:

- **Initial H-1B petition:** You may **not** work until the petition is approved.
- **H-1B extension with the University of Arizona:** You may continue working for up to **240 days** after your current H-1B expires, as long as the extension was timely filed.
- **Change of employer to the University of Arizona:** You may begin working for UA on the **start date listed on the Form I-129**, using the Receipt Notice together with your prior employer's I-797 Approval Notice.

4. What documents will AZ International/IFS provide to me?

AZ International/IFS will provide scanned copies of:

- Your **I-797 Receipt Notice**, and
- Your **certified Labor Condition Application (LCA)**.

5. What should I do with these documents?

You should:

- Keep copies for your personal records,
- Provide them to your sponsoring department, if requested,
- Use them for I-9 employment verification, when applicable.

6. What does my department need to submit for me to continue working?

For H-1B extensions, the sponsoring department must submit the following to Workforce Systems:

- I-797 Receipt Notice
- New Form I-9
- PAF for appointment renewal

7. How long does USCIS processing take?

USCIS processing times vary. Receipt of an I-797 Receipt Notice does not indicate how long adjudication will take. Once the Receipt Notice has been issued, check case status online at: <https://egov.uscis.gov/>

8. Will I receive my approval notice automatically?

Yes. If your petition is approved, IFS will receive the I-797 Approval Notice and will provide you with a copy.

9. Who should I contact if I have questions?

If you have questions about your H-1B petition or work authorization, contact:

AZ International – International Faculty & Scholars

email: uaifs@arizona.edu

website: <https://international.arizona.edu/ifs>

