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**Scope:** If an individual is not a U.S. citizen or permanent resident of the United States, the individual will need authorization to work in the U.S. Sponsored visas for employment are governed by federal laws and regulations, along with USF policies and procedures. The procedures described here apply to all non-U.S. citizens or legal permanent residents enrolled in, or applicants to, University of South Florida Morsani College of Medicine (“USF MCOM”) Accreditation Council for Graduate Medical Education (“ACGME”) accredited and non-accredited/non-standard programs as appointed through the House Officer Contract issued by the USF MCOM Graduate Medical Education Office (“GME Office”).

**Background:** H-1B visas are not intended for those enrolled in educational programs such as GME residency or fellowship programs. Therefore, the decision to sponsor an H-1B visa will only be made in instances where USF MCOM will benefit significantly. Determinations regarding sponsorship will not be based on considerations of race, gender, national origin, age, or disability.

**Policy:** Only applicants who meet eligibility and selection criteria according to the policy GME #200 may be considered for H-1B visa sponsorship.

Requests for H-1B visa sponsorship of a prospective resident are initiated by the program director, with department chair and Vice Dean of Medical Education approval. The request must be made by the program director to the GME Office. The GME office must approve sponsorship prior to the program ranking the applicant on a match list or extending an offer for appointment to the applicant.

USF MCOM only sponsors applicants for H-1B visas under the following exceptions. All requests must include supporting documentation for the exception(s) below

1. Applicant is currently enrolled in a USF GME program and is sponsored on an H-1B visa at USF
2. Applicant meets one of the below criteria:
  - a. Applicant is being considered for a position in a specialty with a physician workforce shortage.
  - b. Applicant is in the top 1% of all applicants applying to program specialty using National Residency Matching Program (“NRMP”) data for board scores and research.
  - c. Applicant brings a significant benefit to the institution.

The administrative and financial costs associated with support of an H-1B visa are significant and cannot be passed on to the employee. Moreover, the U.S. Department of Labor determines the prevailing wage for H-1B visas, which may be more than the

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salary paid by USF GME. Therefore, the administrative costs and any salary differential will be the responsibility of the home department.

If an applicant qualifies under the exceptions defined above and the department agrees to comply with the financial obligations associated with H-1B visa sponsorship, the program must submit a written request for H-1B sponsorship to the USF GME Office/DIO along with the completed H-1B Authorization and Deemed Export forms.

**Residents on H-1B visas are not permitted to moonlight.**

### **Procedure**

Responsible Party  
Program Director/  
Program Administrator

Action  
Reviews [USF GME Visa Guidelines](#) to understand current requirements and eligibility for H-1B visas.

Upon determination that H-1B sponsorship can be requested, the program will submit a written request and completed authorization forms for H-1B approval to USF MCOM GME/DIO along with supporting documentation.

Approval for the request will be for the duration of the proposed program only. The program director must await approval of the request before making a commitment to or ranking the applicant.

Once H-1B sponsorship is approved, the program must ensure timely completion of the H-1B sponsorship application.

Programs are responsible for notifying the GME office of any changes to a sponsored resident's appointment or status in the program as soon as the program becomes aware of the planned change. This may include, for example, extended leave, adjustments to appointment start and end dates, change in position/title, resignation/termination of appointment, and petitions for changes to visa status (including approval of permanent legal residence). For any questions on what constitutes a change in appointment or status, please contact the GME Office or USF World Office.

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USF Graduate Medical Education (GME) Office The GME Office manages communication with OIS and the appointed immigration attorney regarding H-1B petitions.

The GME Office will work directly with the foreign national to initiate and facilitate the visa application process.

APPROVED:




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Senior Associate Dean, Graduate Medical Education/DIO

Date of Origin	Effective	Revision/GMEC Approval:	Originally Policy #
02/2022	07/2022	02/2022	N/A