

**USF Health - Morsani College of Medicine
GME POLICY & PROCEDURE**

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Scope: This policy outlines the procedures for H-1B visa sponsorships for employment, which are governed by federal laws and regulations, as well as University of South Florida (USF) policies and procedures and Florida Board of Governor regulations. It applies specifically to H-1B sponsorships and does not cover individuals in J-1 visa status or those holding Employment Authorization Documents (EADs).

The procedures outlined below apply to all USF Morsani College of Medicine (USF MCOM) programs, both ACGME-accredited and non-accredited/non-standard, that wish to sponsor non-U.S. citizens or legal permanent residents for appointment under the House Officer Contract. All such appointments must be processed through the USF MCOM Graduate Medical Education (GME) Office.

Background: The decision to sponsor an H-1B visa will only be made in instances where USF MCOM will benefit significantly and in compliance with federal laws and regulations, as well as USF policies and procedures and Florida Board of Governor regulation. Determinations regarding sponsorship will not be based on considerations of race, gender, religion, 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 or fellow (“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, or
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 salary paid by USF GME. Therefore, the administrative costs and any salary differential will be the responsibility of the home department.

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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.

In compliance with federal regulations governing H-1B employment, if a department initiates termination of an H-1B employee prior to the expiration date indicated on the H-1B approval notice, the department may be responsible for the reasonable costs associated with return transportation to the petitioner's last place of residence abroad. If the candidate voluntarily terminates employment, the department is not responsible for those costs. Furthermore, all parties understand that Office of International Services (OIS) must be contacted prior to any changes in position, work duties, salary, hours, or work location to determine if an amendment must be filed with USCIS.

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

Procedure

Responsible Party
 Program Director/
 Program Administrator/ Department Chair

Action
 Reviews [USF GME Visa Guidelines](#) and federal laws 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

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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.

The program is responsible for ensuring timely reappointment and extension of an H-1B visa when the initial approval period is shorter than the full duration of the trainee's program.

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

Prior to approval, works with OIS to review current federal laws and regulations, as well as USF policies and procedures and Florida Board of Governor regulation to ensure compliance to ensure compliance

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

APPROVED:



Senior Associate Dean, Graduate Medical Education/DIO

Date of Origin	Effective	Revision/GMEC Approval:	Originally Policy #
02/2022	07/2022	02/2022; 08/2025; 3/2026	N/A