

OPA / ISSS Meeting

Tuesday
February 3, 2026





International Student and Scholar Services

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Hosting Departments →



Temple-Sponsored Nonimmigrant Visa Options

Hiring Foreign Nationals / DestinyOne

Appointing/Hiring Foreign Nationals
Hiring International Students
Practical Training for F-1 and J-1 Students
Remote/Hybrid Work Sites

Immigration Status and TU Positions

Form / Letter Templates for Hiring Department

Actual Wage Worksheet
Items Needed for Application
Sample Travel Letter
Specialty Occupation

Required Fees

Resources for Hiring Departments

End Of Employment Issues

No STEM OPT Employment Permitted at TU

The Hiring Process for Temple-Sponsored International Employees

B-1/B-2 Tourist Status

Medical Activities in B-1/2 Status
WB/WT Visa Waiver Program

The background of the image features a light blue wooden plank surface. In the upper half, there are several bundles of dried lavender flowers, some tied with twine. In the lower half, a brown paper bag is visible, secured with twine. A pink heart-shaped sticker with white dotted lines is attached to the bag. The text is overlaid on the left side of the image.

**International Travel remains risky
for all non-immigrants (and some
green card holders).**

New Countries Added to International Travel Ban

Keep these in mind when people tell you they're traveling or when considering bringing new researchers next year

- Individuals holding Palestinian-Authority-issued travel documents
- Angola
- Antigua & Barbuda
- Cote d'Ivoire
- Dominica
- Gabon
- The Gambia
- Malawi
- Mauritania
- Nigeria
- Senegal
- Tanzania
- Tonga
- Zambia
- Zimbabwe



International Travel Bans are Still in Effect

Updated list of countries under a travel ban

Countries Under a Full Ban	Ban on all immigrant and non-immigrant visas	Afghanistan, Burkina Faso, Chad, Republic of the Congo, Equatorial Guinea, Eritrea, Haiti, Iran, Laos, Libya, Mali, Myanmar, Niger, Sierra Leone, Somalia, South Sudan, Sudan, Syria, Yemen
Countries Under a Partial Travel Ban	Ban on all immigrant visas and tourist, student, and exchange visitor visas (B-1, B-2, B-1/B-2, F, M, and J visas)	Angola, Antigua and Barbuda, Benin, Burundi, Cote d'Ivoire, Cuba, Dominicana, Gabon, The Gambia, Malawi, Mauritania, Nigeria, Senegal, Tanzania, Togo, Tonga, Venezuela, Zambia, Zimbabwe



Effective January 21, 2026, the Department of State is pausing all visa issuances to immigrant visa applicants (people applying for a green card) for 75 countries. This does not apply to nonimmigrant visas such as H-1B, J-1, TN, E-3, F-1 and O-1.

This policy was issued by the Department of State, not USCIS, and so does not directly affect applications for Adjustment of Status (obtaining a green card from inside the United States for those in a lawful immigration status). However, it is possible that USCIS may increase country-based screening in some adjustment of status cases, including requests for additional information tied to derogatory information checks or enhanced vetting.

You can read more [here](#)

Alternatives to H-1B status

- **O-1** Either Emily Cohen or Klasko would need to review the CV of the potential O-1 applicant to determine if they believe the applicant would be a good O-1 candidate.
<https://global.temple.edu/issf/faculty-staff-and-researchers/international-employees/o-1-extraordinary-ability-or-achievement>
- **Australians (E-3)** <https://global.temple.edu/issf/faculty-staff-and-researchers/international-employees/e-3-australian-specialty-occupation-employees>
- **Mexico (TN) and Canada (TN)**
<https://global.temple.edu/issf/faculty-staff-and-researchers/international-employees/trade-nafta-tn-status>
- **Chile H-1B1** (not standard H-1B) do not need to pay the \$100,000 fee
- **Singapore H-1B1** (not standard H-1B) do not need to pay the \$100,000 fee

Does the proclamation apply to the Chile/Singapore H-1B1 program? <https://www.fragomen.com/insights/united-states-updated-faqs-on-the-impact-of-the-new-h-1b-restrictions.html>

OPA Appointment Letters and Forms

All Office of Postdoctoral Affairs (OPA) appointment letters and forms are available via TUportal. Log into TUportal and navigate to either “Staff Tools” or “Faculty Tools,” as applicable. Then, scroll to the bottom of the page to the *University Forms* channel located in the center column. To locate the OPA documents, enter “Postdoc” into the search field. This will bring up all relevant OPA forms, letters, and procedural documents.

*******Ensure to retrieve appointment letters / forms for all submissions.**

OPA Appointment Letters and Forms cont'd

The screenshot shows the TUportal6 website interface. At the top, there's a header with the TUportal6 logo and a 'Manage My TUprofile' link. Below the header is a navigation bar with links: TUApplications, TUportal, My Offices, Home, Advising Tools, Banner, Staff Tools (highlighted with a red arrow), Well-Being, TUcredentials, Career Center, and Help. The 'Staff Tools' link is highlighted with a yellow box. Below the navigation bar, the page content is divided into three main sections: PAY AND TAX INFORMATION, RESOURCES, and BENEFITS INFORMATION. The PAY AND TAX INFORMATION section includes links for Pay Stub Information, Earnings History, Deductions History, Make a gift to Temple, Direct Deposit Allocation, W-4 Employee's Withholding Allowance Certificate, W-2 Wage and Tax Statement, PA Act 32 Certification Update, and THE WORK NUMBER. The RESOURCES section includes a 'Trainings' button and links for HR Learning and Development, LinkedIn Learning (Lynda.com), iGrad, Recording of the Microsoft Office 365 Training for OneDrive and Teams, and Presentation for the Microsoft Office 365 Training for OneDrive and Teams. The BENEFITS INFORMATION section includes a 'Finance Applications' button and links for Benefits Open Enrollment, Total Compensation Statement, Retirement Plans, Health Benefits, Benefit Plan Summaries, Synops, Flexible Spending Accounts, Tuition Remission Workflow Re, Miscellaneous, Life Insurance Beneficiary, Dependents, and 1095-C Tax Form.

The screenshot shows the 'UNIVERSITY FORMS' page on the TUportal6 website. At the top, there's a yellow header with the text 'UNIVERSITY FORMS'. Below the header is a search bar with the text 'Search: Postdoc'. Below the search bar is a list of forms, each with a link icon. The forms are: Clinical Audiology Intern Appointment Letter, Departmental Checklist for Postdoctoral Fellow (PF) and Postdoctoral Fellow Research Associate (PFRA) Appointment/Reappointment, Departmental Checklist for Visiting Scholar Appointment/Reappointment, Departmental Documentation of Requirements for Postdoctoral Fellow and Visiting Scholar Appointments, F-1 Research Exchange Student Letter, J-1 Graduate Student Intern Letter of Acceptance, Postdoctoral Fellow Appointment Letter, Postdoctoral Fellow Requisition, Postdoctoral Fellow Research Associate Appointment Letter (H-1B visas ONLY), and Procedures for Hiring Postdoctoral Fellows and Postdoctoral Fellow Research Associates. At the bottom of the page, there's a pagination bar showing 'Showing 1 to 10 of 17 entries (filtered from 396 total entries)' and a dropdown menu for '10 entries per page'. Below the pagination bar is a set of navigation buttons: '<<', '<', '1', '2', '>', and '>>'.

HIRING PROCESS REVIEW FOR POSTDOCTORAL APPOINTMENTS

- Please be advised that all new incoming Postdoctoral appointments and reappointments continue to be subject to the current hiring freeze.
 - That said, fully grant-funded Postdoctoral appointments are now **exempt** from the hiring freeze and **do not require a hiring exception approval**.
 - **However, if the Postdoc appointment is within LKSOM, the LKSOM Hiring Review Form must still be completed, as the Dean continues to review and approve all LKSOM positions.**
- For any Postdoctoral appointments that **do require a hiring exception**, please ensure that the **approved exception documentation** is included when submitting appointment materials to the Office of Postdoctoral Affairs. Including this documentation upfront will help prevent delays and keep the review process moving smoothly.
- Thank you for your attention to this update and for your continued partnership in supporting our Postdoctoral community.

PROCESSING TIME FOR OPA

OPA and ISSS do not determine the appointment start date. Departments must adhere to the below processing times.

- Plans to invite a domestic Postdoctoral Fellow candidate in the United States must be submitted to my office at least 1 month prior to the initial start date of the appointment. Note that the appointment package must be complete before submitting to my office.
- Plans to invite a Postdoctoral Fellow candidate in J-1 status outside the United States must be submitted to my office at least 2 months prior to the initial start date of the appointment. Note that the appointment package must be complete including the candidate's record in the DestinyOne system before submitting to my office.
 - **Please keep in mind that the two-month period start date should begin once you have a completed application in D1 and are ready to submit to ISSS and OPA.**
- Plans to invite a Postdoctoral Fellow Research Associate in H1 status should be submitted to my office at least 3-4 months prior to the initial start date of the appointment, but ideally six months ahead.

There are NO EXCEPTIONS to the processing times.

***In addition, kindly note that the OPA's normal processing time for review of paperwork is between 5-7 business days from the day I receive the package electronically.**

****As an additional FYI, Controlled Technology Reviews (CTR) are currently taking approximately two weeks to complete. These reviews begin only after I have approved the appointment and notified ISSS, so it's helpful to factor that into planning.**

*****If ACT 33 clearances are required, please add at least an additional four (4) weeks to the appointment start date, as all clearances must be completed prior to the individual starting employment.**

PROCESSING TIME FOR OPA CONTINUED

OPA and ISSS do not determine the appointment start date. Departments must adhere to the below processing times.

- Plans to invite a Visiting Research Scholar and Visiting Research Scholar in Residence candidate in J-1 status outside the United States must be submitted to my office at least 2 months prior to the initial start date of the appointment. Note that the appointment package must be complete including the candidate's record in the DestinyOne system before submitting to my office.
 - **Please keep in mind that the two-month period start date should begin once you have a completed application in D1 and are ready to submit to ISSS and OPA.**
- Plans to invite a Visiting Research Scholar and Visiting Research Scholar in Residence candidate in the United States must be submitted to my office at least 1 month prior to the initial start date of the appointment. Note that the appointment package must be complete before submitting to my office.
- Plans to invite a Visiting Graduate Student Scholar candidate in the United States must be submitted to my office at least 1 month prior to the initial start date of the appointment. Note that the appointment package must be complete before submitting to my office.
- Plans to invite a J1 graduate student intern in J-1 status outside the United States must be submitted to my office at least 2 months prior to the initial start date of the appointment.
 - **Please keep in mind that the two-month period start date should begin once you have a completed application in D1 and are ready to submit to ISSS.**

There are NO EXCEPTIONS to the processing times.

*******In addition, kindly note that the OPA's normal processing time for review of paperwork is between 5-7 business days from the day I receive the package electronically.**

******As an additional FYI, Controlled Technology Reviews (CTR) are currently taking approximately two weeks to complete. These reviews begin only after I have approved the appointment and notified ISSS, so it's helpful to factor that into planning.**

PROFESSIONAL DEVELOPMENT

The Graduate School provides professional development services for master's students, doctoral students, and **postdoctoral fellows**.

Graduate Students and postdocs can meet with the Director of Student Engagement and Center Advancement (Mark Kaloko) through one-on-one appointments to discuss the following topics:

- Career exploration and planning
- CV/resume writing
- Interviewing
- Job searching and networking

Postdocs schedule appointments by emailing the Director of Student Engagement and Center Advancement (Mark Kaloko) at mark.kaloko@temple.edu.

PROFESSIONAL DEVELOPMENT SCHEDULE

The Professional Development Schedule can be found directly at this link:

<https://grad.temple.edu/resources/professional-development/initiatives>

Professional Development Schedule

If you are interested in personal and professional enrichment, attend one or more of our professional development events. You will find new opportunities offered here each academic term.

Date	Event	Location	Host	Registration
January 28, 2026	3MT General Orientation	Zoom, 4:00-5:00 p.m.	Graduate School	Handshake
February 5, 2026	Grant Prospecting: Tools, Strategies, and University Support	Charles Library 1st Floor Event Space, 3:30-5:00 p.m.	Graduate School, OVPR, Scholar Development and Fellowship Advising, CLA Graduate Affairs	Handshake
February 11, 2026	AI in Graduate Education and the Future Workforce: A Foundational Workshop	Center for the Advancement of Teaching, Suite 109 - The TECH Center, 4:00-5:00 p.m.	Center for the Advancement of Teaching and Graduate School	Handshake
February 12, 2026	Thriving as an International Scientist	Charles Library 1st Floor Event Space, 4:00-5:00 p.m.	Graduate School	Handshake
February 18, 2026	Job Search Tools Workshop	Zoom, 4:00-5:00 p.m.	Graduate School	Handshake
February 19, 2026	Intersections: An Interdisciplinary Research Forum	College of Engineering Building, Fishbowl (Room 102), 4:00-5:00pm	Graduate School	Handshake
February 25, 2026	Black History Month Graduate Student Mixer	Howard Gittis Student Center, Room 200C, 3:30-5:00 p.m.	Graduate School	Handshake

Temple Work Performed Outside the US

Foreign nationals who are working for Temple University can only hold nonimmigrant status (such as H-1B, TN, O-1, E-3) while residing in the US. They are no longer subject to US Immigration Law while residing in another country.

Guidelines for Assignments Outside of the U.S.

- As a research and teaching institution with a global reach, Temple University actively engages in collaborations and initiatives in various countries. Consequently, the university may seek to employ individuals residing outside the U.S. for remote services or send university employees on international assignments. To guide faculty, staff, and students in these situations, a [procedure document](#) and [International Assignment form](#) have been provided.
- Schools, colleges, and administrative departments planning to engage individuals residing outside the U.S. or deploy university employees for international assignments should thoroughly review this information. The first point of contact for such requests should be the relevant Associate Dean for Faculty Affairs or Dean's Designee (for faculty), Human Resources Business Partner (for staff), or School Research Administrator for sponsored research projects. It is recommended that these requests be initiated well in advance of the intended engagement or placement.

global.temple.edu/iss/hosting-departments/information-departments/hiring-foreign-nationals-temple-university/remotehybrid-work-sites

Immigration Status and TU Positions

<https://global.temple.edu/iss/iss/hosting-departments/immigration-status-tu-positions>

Immigration Status and TU Positions

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Immigration Status and TU Positions

Sponsoring International Employees and Scholars

End Of Employment Issues

Information for Departments

No STEM OPT Employment Permitted at TU

The Hiring Process for Temple-Sponsored International Employees

B-1/B-2 Tourist Status

[View](#) [Edit](#) [Delete](#) [Revisions](#) [Clone](#) [Translate](#)

Use the chart below to help guide your department when you wish to appoint/hire a foreign national.

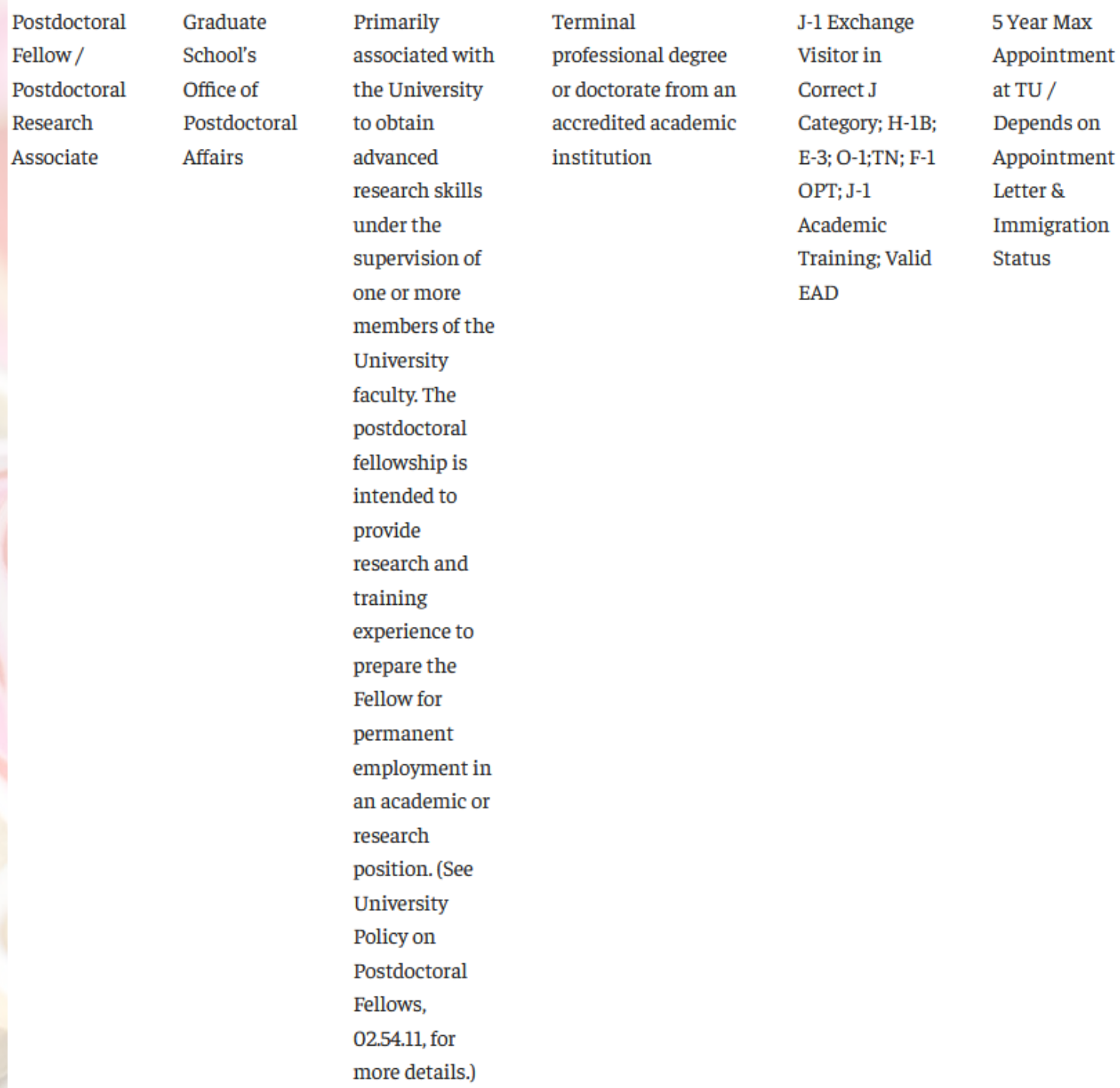
- **Every immigration status is not appropriate for every position/appointment at Temple University. For instance, TN status is not an option for all HR-hired positions - the job must be in one of the fields listed on the [NAFTA/USMCA Professional Job Series List](#).**
- ISSS does not determine job titles (paid/unpaid) or salaries. We are the final stage in facilitating the appropriate visa classification once the department has determined these factors and a prospective employee has been identified. Appointing a foreign national to a position at Temple University can be accomplished only if both federal regulations and the University's own policies permit it.
- Note that all appointments with funding sources that include grant funding require additional oversight by the University's Office of Research.
- Faculty Affairs: [Guidelines for the Appointment and Promotion of Non-Tenure Track Faculty](#)
- Graduate School / [Office of Postdoctoral Affairs](#)

Position	Contact	Definition	Position Requirements	Immigration Status	Time Limit
HR-Hired Position	HR Generalist	Determined by HR	Determined by HR Job Description	H-1B; E-3; O-1;TN; F-1 OPT; J-1 Academic Training; Valid EAD	Depends on Immigration Status
Visiting Faculty	Faculty Affairs Office	Typically hold academic appointments at other academic institutions or are employed in business, non-profit organizations, or government agencies and are granted temporary University positions while on leave from current employment; expected to engage in the research and/or teaching activities of a department.	Terminal professional degree or is a recognized expert in her/his field; Full searches are required to appoint individuals, including departmental and college-level reviews and affirmative action procedures	J-1 Exchange Visitor in Correct J Category; H-1B; E-3; O-1;TN; F-1 OPT; J-1 Academic Training; Valid EAD	Usually appointed for one year or less; not eligible for promotion. [See Faculty Affairs: Guidelines for the Appointment and Promotion of Non-Tenure Track Faculty]

Non-Tenure Track Faculty	Faculty Affairs Office	Faculty member is expected to engage in the research and/or teaching activities of a department. Appointment must be approved by College / School Dean	Terminal professional degree or is a recognized expert in her/his field Full searches required to appoint individuals including departmental and college-level reviews and affirmative action procedures	J-1 Exchange Visitor in Correct J Category; H-1B; E-3; O-1;TN; F-1 OPT; J-1 Academic Training; Valid EAD	Depends on Appointment Letter & Immigration Status
Tenure Track Faculty	Faculty Affairs Office	Faculty member is expected to engage in the research and teaching activities of a department. Appointment must be approved by University President	Terminal professional degree or is a recognized expert in her/his field; Full searches required to appoint individuals including departmental and college-level reviews and affirmative action procedures	H-1B; E-3; O-1;TN; F-1 OPT; J-1 Academic Training; Valid EAD	Depends on Appointment Letter & Immigration Status



Adjunct Faculty	Faculty Affairs Office	Faculty member is expected to engage in part time research and/or teaching activities of a department. Appointment must be approved by College / School Dean	Terminal professional degree or is a recognized expert in her/his field	J-1 Exchange Visitor; TN; O-1; F-1 OPT; J-1 Student Academic Training; Valid EAD; The University Does Not Support H-1B Petitions for Adjunct Faculty	Depends on Appointment Letter & Immigration Status
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Postdoctoral Fellow / Postdoctoral Research Associate	Graduate School's Office of Postdoctoral Affairs	Primarily associated with the University to obtain advanced research skills under the supervision of one or more members of the University faculty. The postdoctoral fellowship is intended to provide research and training experience to prepare the Fellow for permanent employment in an academic or research position. (See University Policy on Postdoctoral Fellows, 02.54.11, for more details.)	Terminal professional degree or doctorate from an accredited academic institution	J-1 Exchange Visitor in Correct J Category; H-1B; E-3; O-1; TN; F-1 OPT; J-1 Academic Training; Valid EAD	5 Year Max Appointment at TU / Depends on Appointment Letter & Immigration Status
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Work Sites for H-1Bs

It is absolutely critical that the LCA listing the H-1B's work sites is accurate at all times. H-1Bs may not work remotely if they will be outside the Philadelphia Metropolitan Statistical Area unless that that work site is listed on the LCA.

Philadelphia Metropolitan Statistical Area (37980): Bucks County (PA), Burlington County (NJ), Camden County (NJ), Cecil County (MD), Chester County (PA), Delaware County (PA), Gloucester County (NJ), Montgomery County (PA), New Castle County (DE), Philadelphia County (PA), Salem County (NJ)

Penalties for LCA violations

Basic violations of LCA provisions or non-willful failure to accurately present material facts

Possible penalties: Civil monetary penalty of up to \$ 2,072 per infraction; payment of back wages if violation is wage-related; and one-year bar on employer filing H and permanent residence petitions

Penalties for LCA violations

Willful* violations of LCA provisions, misrepresentation of material facts or violation of whistle blower protections

Possible penalties: Up to \$ 8,433 civil monetary penalty; payment of back wages if violation is wage-related; and 2-year bar on employer filing H and permanent residence petition

Willful* violations resulting in displacement of U.S. worker(s)

Possible penalties: Up to \$ 59,028 civil monetary penalty; payment of back wages; and at least a 3-year bar on employer filing H and permanent residence petitions

Consider Employee's situation when deciding not to renew someone

If someone holding H-1B status will not be renewed and cannot find another position in time for a new employer to file an H-1B before their H-1B Approval Notice end date, they run the risk of their new employer having to pay the \$100,000 fine.

For Example:

05/31/26: Last Date of Employment at Temple

05/31/26 : H-1B Approval Notice End Date

05/25/2026: New Employer offers the H-1B a job but there is not enough time to file an H-1B petition before 05/31/26 (Remember that an LCA takes a minimum of 7 days)

05/31/26: H-1B Employee is no longer maintaining H-1B status; new employer would need to file an H-1B petition with Consular Processing which means they need to pay the \$100,000 fee before a new H-1B petition will be approved

Spring 2026 OPT Information Sessions

- Wednesday, 2/4/2026
- *** Friday, 2/13/2026
- Thursday, 2/19/2026
- Tuesday, 3/10/2026
- Friday, 3/27/2026

- *** OPT and CPT information session