

International Travel Webinar

Please join ISSS for a Webinar examining the state of International Travel

Presenter: Carolina Regales | Sr Associate Klasko Immigration Law Partners, LLP

Date: Friday, October 10, 2025

Time: 2pm - 3pm

Registration Link:

https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftemple.zoom.us%2Fwebinar%2Fregister%2FWN_dNWKlw1eRlab7qMDhdc5MQ&data=05%7C02%7Csharon.loughran%40temple.edu%7C24059efd3e0f468a3d6a08de027ba47b%7C716e81efb52244738e3110bd02ccf6e5%7C0%7C0%7C638950927229898971%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUslIYiOilwLjAuMDAwMCIsIIAiOiJXaW4zMilsIkFOIjoiTWFpbCIsIIdUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=zNNRTOeNImGPuIhis8e3jN6chPWI3QVUepQ3Wkgi4yw%3D&reserved=0

New Form to Bring in a PD / PFRA

https://global.temple.edu/isss/hosting-departments/information-departments/form-and-letter-templates-hiring-department

Controlled Technology Form	+
ISSS Job Description for Post Doc and Faculty Positions	+
Actual Wage Form	+
Bringing International Researchers to Temple University (BIRTU Form)	+
Bringing a Postdoctoral Fellow / Postdoctoral Fellow Research Associate to Temple The required form can be found here	-

Forms/Letters For Hiring Departments

https://global.temple.edu/isss/hosting-departments/information-departments/form-and-letter-templates-hiring-department

Sample Letters for Departments	
Sample Specialty Occupation Letter	•
Sample Travel Letter	+
Sample Letter for Expediting a Visa Interview	+
Social Security Letter for F-1 and J-1 Students	•
Incidental Patient Contact Letter	•
Links You May Find Useful	
Items Needed For Petitions	•
	+

Form G-1650

USCIS has a new way to pay fees using electronic debit from a U.S. bank account. Effective immediately, individuals can make transactions directly to USCIS by completing and signing Form G-1650, Authorization for ACH Transactions. This new ACH debit payment option is in addition to the existing option of paying by credit card using Form G-1450, giving individuals multiple options to pay required fees. USCIS will continue to accept paper check and money order payments in addition to credit and debit payments until Oct. 28, 2025. After Oct. 28, USCIS will accept only ACH debit transactions using Form G-1650 or credit card payments using Form G-1450.





Authorization for ACH Transactions

Department of Homeland Security

U.S. Citizenship and Immigration Services

USCIS Form G-1650

How To Complete Form G-1650

- 1. Type or print legibly in black ink.
- 2. Complete all sections and sign the authorization
- 3. Place your Form G-1650 ON TOP of your application, petition, or request package.

NOTE: The account must be with a U.S. bank. You may need to contact your bank to permit the Department of Homeland Security to debit funds by ACH from your account (i.e., remove ACH Debit Block). The Agency Location Codes (ALC+2) for the USCIS Lockboxes are 7001010330, 7001010331, 7001010335, and 7001010390. Additional ALC+2 codes are provided in the Instructions.

NOTE: Failure to provide the requested information may result in USCIS and your financial institution not accepting the payment.

NOTE: Please see www.uscis.gov/g-1650 for additional information.

We recommend that you print or save a copy of your completed Form G-1650 to review in the future and for your records.

By completing this transaction, you agree that you have paid for a government service and that the fees and all related financial transactions are final and not refundable, regardless of any action USCIS takes on an application, petition, or request. You must submit all fees in the exact amounts. USCIS will transfer from your account the amount you authorize below.

Please refer to the form(s) you are filing for additional information, or you may call the USCIS Customer Contact number at 1-800-375-5283. For TTY (deaf or hard of bearing) call: 1-800-767-1833.

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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.

PROCESSING TIMES FOR OPA

	Inside the US	Outside the US
Domestic Postdoctoral Fellow	1 month	
*J-1 Postdoctoral Fellow	1 month	2 months
*H-1B Postdoctoral Fellow	2-3 months	3-4 months
Research Associate		

The Processing Start Date begins once the required paperwork has been submitted to OPA and the DestinyOne application is complete apart from the OPA approved appointment letter.

Controlled Technology Reviews are currently taking about two weeks to complete so please email the completed the Controlled Technology Form to ISSS as soon as it is ready for submission.

There are NO EXCEPTIONS to the processing times.

OPA Processing Times

Normal processing time for OPA's review of paperwork is 5-7 business days from the day OPA receives the complete package electronically. There are NO EXCEPTIONS to the processing times.

	Outside the US	Inside the US
Visiting Research Scholar	2 months	1 month
Visiting Research Scholar in Residence	2 months	1 month

The two-month period begins once you have a complete application in D1 and are ready to submit to ISSS & OPA

Visiting Graduate Student Scholar		1 month
The appointment package must be c	omplete before submitting to O	PA.

J1 Graduate Student Intern 2 months ------

HIRING PROCESS REVIEW FOR POSTDOCTOAL 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 Postdoc appointments are now exempt and do not require hiring exception approval.
- For any Postdoc appointments that do require an exception, please ensure the approved exception is included when submitting appointment materials to the Office of Postdoctoral Affairs. This will help us avoid delays and keep the process moving smoothly.
- Thank you for your attention to this update and for your continued partnership in supporting our Postdocs.





DHS

Most of DHS's work is considered essential, so DHS will remain open.

USCIS

USCIS will remain open as it does not rely on Congress for its funding. The few programs that are funded by Congress may be impacted by a government shutdown.

DOS

Visa and passport operations will remain open, however, depending on how long the shutdown lasts, work might become limited to diplomatic visas and life-or-death emergencies.

Click <u>here</u> for the AILA Alert on the Government Shutdown

CBP

Ports of entry will remain open, however, applications that are filed at the border may be impacted.

ICE

ICE enforcement and removal operations will continue. ICE attorneys will typically focus on the cases of detained individuals. The ICE Student and Exchange Visitor Program (SEVP) offices will remain open.

DOL

DOL's Office of Foreign Labor Certification (OFLC) will stop all operations during a government shutdown.

CIS Ombudsman

The DHS Office of the CIS Ombudsman will stop all operations during a government shutdown.

Hiring / Appointing Foreign Nationals

If a Temple Department wishes to appoint/hire a foreign national, the Department will need to decide whether to sponsor the applicant for either J-1 Exchange Visitor status or H-1B Specialty Occupation Worker. There may be alternative options if the applicant is a national of Mexico, Canada or Australia.

If you wish to sponsor the applicant for J-1 Exchange Visitor status and they hold another non-immigrant status, your department will need to submit a complete J-1 Exchange Visitor application. Note that the applicant will need to apply for a change of status through USCIS. Either the applicant or the Department may pay the Premium Processing fee (currently \$1,965). The applicant could not begin working until the applicant receives an I-539 Approval Notice indicating a change of status to J-1.

If you wish to sponsor the applicant for H-1B Specialty Occupation status and they hold another non-immigrant status, be aware of the following:

- The Department of Labor's FLAG system is down due to the Government Shutdown. Therefore, no LCAs can be submitted. We cannot file an H-1B Petition without an LCA.
- Once we can file an LCA, the next question is whether we would need to pay the \$100,000 fee when submitting the petition for someone in the US or only if the H-1B is outside the US or only if the H-1B subsequently travels internationally.

F-1 Social Security Letters

- Students bring these documents to SSN office, including a letter signed by them, their supervisor, and ISSS
- Signatures must be physical,
 NOT digital
- Students can retrieve the letter here ->

Social Security Number (SSN) Information

Inte	rnational Students and Social Security Numbers
Who	is Eligible for a SSN?
How	to Apply for SSN
Brin	g These Documents with You:
You	will then proceed to the office of Social Security on the day of your appointment with the SSA with the
follo	wing items:
	Social Security Application
	The form can be filled out by paper at https://www.ssa.gov/forms/ss-5.pdf
	• Or you have the option to start the application online, then go to a local Social Security office to provide
	your documentation. Once your application is approved, you'll receive a Social Security card with your
	number on it by mail within 14 days. Start the application here
	Your valid passport with US visa stamp
	I-20 – if you hold F1 status
	DS-2019 if you hold J1 status
	I-94 Admission/Departure Record – see https://i94.cbp.dhs.gov/194/#/home if you don't have an I-94 card in
	your passport.
	Social Security Number Support Letter (hand signed by your employer and the ISSS Office. See above) (The

global.temple.edu/isss/hosting-departments/information-departments/form-and-letter-templates-hiring-department

Reminders about J-1 Scholar Completion of Program

- Tell ISSS as soon as you hear about a J-1 scholar who is ending their program early
- ISSS must be notified of the J-1 Exchange Visitor's last official day at Temple
- ISSS will need to know if they are returning home or transferring to a new program
- It is critical that SEVIS has accurate information so that the Exchange Visitor is not denied future immigration benefits.

Administrative Processing

- "Administrative processing" is generally associated with the Dept of State making a determination that a clearance is required before a visa can be issued, and the behind-thescenes processing that DOS conducts to request and obtain that clearance.
- Can take up to 9 months
- If this happens to anyone your have invited/hired/appointed, please let ISSS know ASAP so we can develop a backup plan

