JOHNS HOPKINS
KRIEGER SCHOOL
of ARTS *&* SCIENCES

Guide to Immigration Onboarding

For Payroll: Follow the procedures for I-9 completion on the 'Guide to Onboarding New Faculty'

Social Security Number (SSN):

A Social Security card is required for everyone who works in the U.S., even non-immigrants. The card provides a unique Social Security Number (SSN) that a person keeps for life. The number is necessary for employment purposes and for paying taxes. However, a Social Security card is not a work permit. Visit the Social Security Administration's web site for more information at http://www.ssa.gov/

A foreign national, who is not a legal permanent resident (green card holder), should complete the Foreign National Information Form (FNIF) and upload the required documents at the secure link: https://web.onbase.jh.edu/UnityForms/targetpages/FNIF.html.   If there are questions about the FNIF form, please call 443-997-8688 or email: fnif@jhu.edu. FNIF form: http://finance.jhu.edu/forms_library/forms/fnif.pdf

A new hire who does not have a SSN will receive a temporary ID number that begins with the digits 988, and should enter that number on the FNIF.

For H-1B status:

- **"Maintaining H1B Status" e-form**: The new H1B hire will be sent a detailed e-mail from our International Office when H-1B status is approved. This will instruct them to review the information provided and action "Instructions for Accessing the "Maintaining H1B Status" e-form" to submit the form to our office: http://ois.jhu.edu/Immigration_and_Visas/H1B/Maintaining_H1B_Status/

J-1 status holders:

- **Check-in Instructions**: A new hire must follow instructions in the check-in e-mail the will receive from the Johns Hopkins Office of International Services (OIS) (https://ois.jhu.edu/)_ and then take the following steps:

1) Review [J-1 Scholar Orientation](#) online
2) Go to iHopkins: http://ihopkins.jhu.edu/
3) Click Click 'NO JHED Login' under "NO ACTIVE JHED LOGIN"
4) Enter the following information
   • University Identification Number: TEMP____
   • Date of Birth
   • Limited Access Pin: _____
5) Click "J-1 Scholar Services" in the menu to the left
6) Click "J-1 Scholar Check-In Form"
7) Complete the form and submit

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