



FDNS SITE VISIT

BE PREPARED

USCIS's Fraud Detection and National Security (FDNS) Directorate conducts random site visits at our university. These visits are part of a routine process to verify information related to immigration petitions and applications. Your department is sponsoring one or more employees in H-1B or O-1 status.

1

The FDNS Officer will request to see the employee and/or the supervisor. However, the front desk staff should first contact you or your backup representative to coordinate the site visit.

2

Contact one of the following individuals to assist with the site visit: ISSS Staff (Connie Jesse, ext 45823; Sue Dougherty, ext 41713, or Mimi Lemma, ext 57152) or Deputy General Counsel, Office of the General Counsel, ext 54945.

3

Lead the Officer to a conference room or neutral space.

4

Ask to see the Officer's identification. The Officer will present a badge and credentials issued by the Department of Homeland Security, U.S. Citizenship and Immigration Services, or U.S. Department of Labor. They may also present a business card with a 1-800 number. Please document the Officer's name, badge ID# and their contact information.

5

Have your University of Maryland ID card available. The Officer will ask you to present it.

6

The Officer will come with a list of prepared questions. Please do not guess any answers. If you need time to confirm your response, please take the time to review your records/files before responding. Provide them with copies of the documents requested.

7

If ISSS or General Counsel is not present at the site visit, please document with whom the Officer met, questions asked by the Officer and the responses. If the Officer met with the H-1B employee directly, have the employee thoroughly document the visit. Send an email to cjl@umd.edu with a list of attendees, the questions asked and the responses given.



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WHAT WILL FDNS ASK?

The FDNS Officer will come with a list of prepared questions. The Officer will look to confirm that the information on the I-129 and the Labor Condition Application is valid.

1. General questions about the employer's **place of business, date organization was established, total number of employees.**
2. The Officer may ask to verify the **H-1B employee's position, title, duties/job description, salary, and the place of employment, start date, qualifications** (academic credentials, work history) and ask to see the employee's photo ID.
3. The Officer will ask the H-1B employees if they **paid or reimbursed the university any money related to the filing of the H1B petition.**
4. The Officer may ask the supervisor about the **search and selection process and for a copy of the performance review.**
5. Copies of **employee's W-2s and paystubs** to verify that they are working for the employer and being paid appropriately.
6. The Officer may **visit the employee's workspace.**
7. The Officer may ask for **copies of the H-1B petition, employment contract, and agreement or offer letter.**

The result of the site visit should confirm to USCIS FDNS that the University of Maryland's H-1B petition was filed properly under H-1B regulations.

If you have any questions, please contact Connie Jesse Lira at cjl@umd.edu or Sue Dougherty at sdougher@umd.edu.