

Office of International Student,  
Faculty, and Staff Services

Reed Hall, 1<sup>st</sup> Floor  
1620 McElderry Street  
Baltimore, MD 21205  
(410)955-3371/FAX (410) 955-0871  
[www.hopkinsmedicine.org/intlsvcs](http://www.hopkinsmedicine.org/intlsvcs)

**ALL FACULTY, STAFF, FELLOWS, AND STUDENTS SHOULD REFER TO THE PROCESSING CHART BELOW  
WHEN REQUESTING SPONSORSHIP OR BENEFITS**

*After reviewing chart, please refer directly to application or packet for the benefit or status in question for additional information. All processing timelines are subject to change.*

<b>Optional Practical Training</b>	90 days prior to end of program
<b>Curricular Practical Training</b>	No less than 30 days prior to start of employment
<b>Extension of F1 program</b>	No less than 30 days prior to the end of degree program
<b>J-1 Academic Training</b>	No less than 30 days prior to end of degree program
<b>Extension of J1 RESEARCH program</b>	No less than 30 days prior to end of Exchange Visitor program
<b>Extension of J1 CLINICAL program</b>	No less than 120 days prior to end of the Exchange Visitor program
<b>J2 Work Authorization [EAD]</b>	No less than 90 days before extension of current EAD
<b>H1B1 INITIAL application</b>	No less than 6-9 months prior to end of current status
<b>H1B1 EXTENSION application</b>	No less than 6-9 months prior to end of current status
<b>H1B1 AMENDMENT application</b>	No less than 6-9 months prior to the proposed new employment
<b>O-1 INITIAL application</b>	No less than 6 months prior to the end of current status
<b>O-1 EXTENSION application</b>	No less than 90 days prior to the end of current status
<b>TN INITIAL application [Canada]</b>	No less than 45 days prior to first day of employment
<b>TN INITIAL application [Mexico]</b>	No less than 60 days prior to first day of employment
<b>TN EXTENSION</b>	No less than 60 days prior to end of current TN status