

H-1B Visa Application for Postdoctoral Scholars

Instructions for Postdoc Generalist

Task #	Task Description
1	<p>Review SRS ticket to check that all required information is included and accurate:</p> <ul style="list-style-type: none"> • Scholar's name and contact information • Start and end dates • Salary • Job duties • Job requirements • Copy of scholar's CV • Funding information for ISSO processing fee
2	<p>Generate Appointment/Reappointment letter and email to HR Liaison / Department Representative for completion and signatures:</p> <ul style="list-style-type: none"> • Ensure that the latest version of the Appointment/Reappointment Letter template is used to draft the Appointment / Reappointment letter. <p>Once returned with signatures:</p> <ul style="list-style-type: none"> • Save a copy of the signed Appointment/Reappointment letter in the scholar's electronic file on the HR Shared Drive. • Save a copy of the signed Appointment/Reappointment letter in the scholar's in-process SRS ticket. • This will ensure that a copy of the finalized Appointment/Reappointment letter is uploaded into the scholar's formal personnel file.
3 <i>(Concurrent with Step 4)</i>	<p>Generate Docusign packet for H-1B visa application:</p> <ul style="list-style-type: none"> • Select appropriate Docusign template • Fill in workflow • Send to HR Liaison / Department Representative <p>After the HR Liaison / Department Representative completes the packet, you will receive an email inviting you to review:</p> <ul style="list-style-type: none"> • Review the packet for accuracy and completeness. If there are any errors, return the packet to the HR Liaison / Department Representative with instructions on how to correct the errors. • When you are satisfied that the packet is accurate and complete, electronically initial the packet. • Forward it to ISSO for further review.

<p>4 (Concurrent with Step 3)</p>	<p>For new appointments: Create scholar’s ISD profile and invite scholar to complete, review completed profile, and submit to ISSO.</p> <ol style="list-style-type: none"> 1. Create ISD profile: <ol style="list-style-type: none"> a. Add Visitor b. Fill out basic information c. Under Tasks, “Invite Visitor” d. Insert ISD HR Manual Email Template language (make sure to update the scholar name, department name, and relevant dates prior to sending) 2. Conduct final review: <ol style="list-style-type: none"> a. Bundle all documents together into one PDF b. Review each tab for correct information 3. Forward record to ISSO. <p>For reappointments: Locate scholar’s ISD profile</p> <ol style="list-style-type: none"> 1. Find scholar in “Search for Visitor” 2. Review tabs and update any applicable information 3. Bundle all documents together into one PDF 4. Forward record to ISSO
<p>5</p>	<p><i>ISSO will review the application. ISSO will notify you when US Immigration and Citizenship Services confirms receipt of the formal H-1B petition (Form I-797, generated by ISSO), and when visa approval is confirmed. Note that this process may take 8 months or longer under regular processing.</i></p>
<p>6</p>	<p>At least two weeks prior to the scholar’s effective date of appointment, contact scholar to initiate the onboarding process.</p>