# H-1B Visa Application for Academic Personnel
# Instructions for AP HR Generalist & Visa Specialist

| Task # | Task Description |
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| 1 | *(This step is performed by* ==AP HR Generalist==*)*<br><br>**Review SRS ticket to check that all required information is included and accurate:**<br>• Scholar's name and contact information<br>• Start and end dates<br>• Salary<br>• Job duties<br>• Job requirements<br>• Copy of scholar's CV<br>• Signed offer letter/reappointment letter<br>• Funding information for ISSO processing fee |
| 2 | *(This step is performed by* ==AP HR Generalist==*)*<br><br>Enter visa application information from SRS ticket into the New Visa SmartSheet Web Form and assign application to Visa Specialist. |
| 3<br>*(Concurrent with Step 4)* | *(This step is performed by* ==HR Visa Specialist==*)*<br><br>**Upon being assigned a new visa application on SmartSheet, generate Docusign packet for H-1B visa application:**<br>• Select appropriate Docusign template<br>• Fill in workflow<br>• Send to HR Liaison / Department Representative<br><br>After the HR Liaison / Department Representative completes the packet, you will receive an email inviting you to review:<br>• 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.<br>• When you are satisfied the packet is accurate and complete, electronically initial the packet.<br>• Forward it to ISSO for further review. |

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| 4<br>*(Concurrent with Step 3)* | *(This step is performed by* ==HR Visa Specialist==*)*<br><br>**For new appointments: Create scholar's ISD profile and invite scholar to complete, review completed profile, and submit to ISSO.**<br>Create ISD profile:<br>    1. Add Visitor<br>    2. Fill out basic information<br>    3. Under Tasks, "Invite Visitor"<br>    4. Insert ISD HR Manual Email Template language (make sure to update the scholar name, department name, and relevant dates prior to sending)<br><br>Conduct final review:<br>    1. Bundle all documents together into one PDF<br>    2. Review each tab for correct information<br><br>Forward record to ISSO<br><br>**For reappointments: Locate scholar's ISD profile**<br>    • Find scholar in "Search for Visitor"<br>    • Review tabs and update any applicable information<br>    • Bundle all documents together into one PDF<br>    • Forward record to ISSO |
| 5 | *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.* |
| 6 | *(This step is performed by* ==AP HR Generalist==*)*<br><br>**At least two weeks prior to the scholar's effective date of appointment, contact scholar to initiate the onboarding process.** |