

Appointing H-1B Temporary Workers

Process takes approximately 4-15 months from time international scholar is invited to time the scholar arrives in the US. from abroad.

*This timeline is meant to demystify the visa application process, and *does not replace UCSF's academic appointment timeline* issued by HR. To review UCSF's academic appointment timeline, please refer to <http://tinyurl.com/UCSF-HR-Timing-Considerations>.

Please note that HR's timing considerations document does not account include premium processing times, which expedites the process. ISSO recommends premium processing for initial H-1B requests.

Steps to Complete	Tasks to be Completed	Estimated Time to Complete
Step 1 Department Invites the Visitor	DEPARTMENT: <ul style="list-style-type: none"> Gathers supporting documents, info, UCSF campus approvals/signatures, recharge fee Submits SRS ticket to HR 	Not Applicable
Step 2 HR Completes Appointment Information	HUMAN RESOURCES: <ul style="list-style-type: none"> "Adds Visitor" in ISD (International Scholar Dossier) Invites scholar to input information (or HR enters scholar data) in ISD HR or Department to post Notice of Intent to file a Labor Condition Application for 10 business days per U.S. Department of Labor requirement HR reviews and edits ISD record, completes data entry, uploads documents HR adds a note indicating special circumstances (i.e. transfer or change of status request) HR "Submits" visitor information and supporting documents to ISSO via ISD 	4 weeks to submit H-1B Request in ISD
Step 3 ISSO Processes Labor Condition Application with U.S. Department of Labor	INTERNATIONAL STUDENTS & SCHOLARS OFFICE: <ul style="list-style-type: none"> Reviews and analyzes ISD visitor record. Contacts HR Generalist if record is incomplete Determine prevailing wage requirement for the occupation Review all other requirements are met for H-1B eligibility Submit Labor Condition Application online to Department of Labor for certification 	4 weeks from the submission of a complete ISD record
Step 4 ISSO Submits I-129 Petition with U.S. Department of Homeland Security- USCIS	INTERNATIONAL STUDENTS & SCHOLARS OFFICE: <ul style="list-style-type: none"> Submit I-129 petition with filing fee checks to Department of Homeland Security- USCIS Receive H-1B receipt notice with case number from USCIS for petition filing by regular USPS mail Receipt notice allows H-1B extensions and H-1B transfers to have continued work authorization with UCSF based on H-1B portability rules (240 day grace period) 	4 weeks to receive I-797 receipt notice

<p>Step 5</p> <p>U.S. Department of Homeland Security- USCIS approves I-129 Petition</p>	<p>U.S. DEPARTMENT OF HOMELAND SECURITY-USCIS:</p> <ul style="list-style-type: none"> UCSF may expedite USCIS petition adjudication to 15 days with premium processing service by submitting an additional fee USCIS may issue a request for additional evidence, further delaying the adjudication process USCIS sends Form I-797A notice of action for H-1B petition approval to ISSO <p>INTERNATIONAL STUDENTS & SCHOLARS OFFICE:</p> <ul style="list-style-type: none"> Emails scholar regarding H-1B approval and next steps, Cc'ing HR Generalist FedExes Form I-797A to scholar <p>*Please note that there can be extended USCIS processing delays</p>	<p>*8 months under regular processing</p> <p>or</p> <p>15 calendar days under premium processing</p>
<p>Step 6</p> <p>Int'l Visitor Applies for Visa Abroad</p>	<p>INTERNATIONAL VISITOR:</p> <ul style="list-style-type: none"> Receives Form I-797A Pays visa appointment fees If outside the U.S., schedules a visa appointment (except Canadian citizens) with U.S. embassy or consulate at: http://usembassy.state.gov 	<p>2-4 weeks depending on the season and how busy the consulates are</p>
<p>Step 7</p> <p>U.S. Embassy or Consulate Processes Visa</p>	<p>U.S. EMBASSY/CONSULATE:</p> <ul style="list-style-type: none"> Reviews visa application Conducts background security check Issues visa stamp in passport <p>*Please note that there can be extended visa delays due to consular background checks</p>	<p>*1-12 weeks varies with consular posts and time required to clear security</p>
<p>Step 8</p> <p>Int'l Visitor Arrives in the U.S.</p>	<p>INTERNATIONAL SCHOLAR:</p> <ul style="list-style-type: none"> Receives passport admission stamp indicating "H-1B" valid through I-797A expiration date Checks in with HR Generalist immediately upon arrival Attends a ISSO H-1B Orientation 	<p>Scholar may arrive up to 10 days before start date listed on the Form I-797A</p>
<p>Estimated Time (subject to change)</p>		<p>4 months with premium processing to 15 months with regular processing</p>
<p>Step 9</p> <p>ISSO Verifies Arrival Information</p>	<p>HR GENERALIST:</p> <ul style="list-style-type: none"> Electronically submits local phone number, email, address and check-in documents. Check-in documents include visa, passport admission stamp, electronic I-94, emergency contact form, dependent documents, if applicable. <p>INTERNATIONAL STUDENTS & SCHOLARS OFFICE:</p> <ul style="list-style-type: none"> Verifies that documents are correctly marked (H-1B valid through I-797A expiration date) Invites scholar to H-1B Orientation via email Add scholar's email to ISSO listserv 	<p>Upon scholar's arrival to San Francisco. This step is critical for confirming the scholar's legal status in the U.S.</p>