H-1B Visa Application for Academic Personnel
Instructions for Department Representative / HR Liaison

Task #	Task Description
1	**Collect required information about international scholar needing a visa:** • Scholar's name and contact information including an active email address • Start and end dates • Salary • Job duties • Job requirements • Copy of scholar's CV
2	**Confirm funding with finance team – does adequate funding exist and which chart string(s) will be used to pay for:** • Salary • Benefits • Visa Also confirm: • FedEx account number • EFW (if necessary)
3	**Generate offer letter/reappointment letter and secure signatures from faculty sponsor and scholar.**
4	**Create and submit SRS ticket requesting 'New Hire' or 'Reappointment/Renewal' as applicable.** • Attach signed offer letter/reappointment letter to SRS ticket • Attach scholar's CV • Indicate on Supplementals tab and in Comments section that H-1B visa is also needed • Include a chart string to pay the ISSO processing fee • Be sure to include all information described above in Step 1
5	**You will receive an email invitation from your HR Visa Specialist to complete an H-1B application packet in Docusign. Complete the five documents in the packet:** 1. *H-1B Instructions for Department* 2. *Actual Wage Memorandum for Labor Condition Application* 3. *Notice of Intent to File a Labor Condition Application for H-1B Employment* 4. *Export Control Attestation*

	5. *H-1B Addendum: Statement of Responsibility* You can find copies of the documents listed above on the Manuals and Forms page of the ISSO website. You should familiarize yourself with these forms and the information needed to complete them ahead of time. When you click "Finish," the packet will then be routed to HR and ISSO for review and to the Faculty Sponsor and Department Chair for their respective signatures. Note that the packet will be returned for any required corrections or to collect any missing information.
6	**Print and post the *Notice of Intent to File for a Labor Condition Application*:** • Open the completed Docusign packet and print the *Notice of Intent to File for a Labor Condition Application* page. • Post a physical copy of the *Notice of Intent to File for a Labor Condition Application* document in two locations at the site where the scholar will be working (these should be the same two locations described on the form). The notice must be posted for a minimum of **ten (10) business days**.

7	**Submit check requests for the applicable visa filing fees via BearBuy:**
	• Review *H-1B Check Request Form* to see what checks are needed for the H-1B visa request
	  ○ You will need to complete and attach a copy of the *H-1B Check Request Form* to each check request you submit in BearBuy.
	  ○ You must submit a separate check request for each fee.
	  ○ Checks should be sent to ISSO at Campus Box 0477.

8	**Draft and submit the *H-1B Support Letter*:** • Working with the Faculty Sponsor, draft an *H-1B Support Letter* (start with the *H-1B Support Letter Template*). • Email the draft *H-1B Support Letter* to visa@ucsf.edu. An H-1B Advisor at ISSO will review the letter, make any necessary changes, and return it to you via email. • Print the revised *H-1B Support Letter* and collect the Department Chair's signature. • Mail the signed original *H-1B Support Letter* to ISSO at Campus Box 0477.
9	**At this point your role in the application process is complete.** ISSO will review your application and notify you when US Immigration and Citizenship Services confirms receipt of the formal H-1B petition (Form I-797, generated by ISSO), as well as when visa approval is confirmed. Note that this process may take 8 months or longer under regular processing.