

H-1B Visa Application for Postdoctoral Scholar

Instructions for Department Representative / HR Liaison

Task #	Task Description
1	<p>Collect required information about Postdoctoral Scholar needing a visa:</p> <ul style="list-style-type: none"> • Scholar's name and contact information including an active email address • Start and end dates • Salary <ul style="list-style-type: none"> ○ Please contact your Postdoc Generalist if you need assistance setting the salary for your scholar. • Job duties • Job requirements • Copy of scholar's CV
2	<p>Confirm funding with finance team – does adequate funding exist and which chart string(s) will be used to pay for:</p> <ul style="list-style-type: none"> • Salary • Benefits • Visa <p>Also confirm:</p> <ul style="list-style-type: none"> • FedEx account number • EFW (if necessary)
3	<p>Create and submit SRS ticket requesting 'New Hire' or 'Reappointment/Renewal' as applicable.</p> <ul style="list-style-type: none"> • 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
4	<p>Collect signatures on appointment/reappointment letter and send to Postdoc Generalist:</p> <ul style="list-style-type: none"> • Your Postdoc Generalist will generate an appointment/reappointment letter draft and email it to you. • Collect signatures from the sponsoring Faculty Member and scholar, then email the signed letter to your Postdoc Generalist.

5	<p>You will receive an email invitation from your Postdoc Generalist to complete an H-1B application packet in DocuSign. Complete the four documents in the packet:</p> <ol style="list-style-type: none"> 1. <i>H-1B Instructions for Department</i> 2. <i>Actual Wage Memorandum for Labor Condition Application</i> 3. <i>Export Control Attestation</i> 4. <i>H-1B Addendum: Statement of Responsibility</i> <p>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. Please contact your Postdoc Generalist if you have any questions about the form or the information required.</p> <p>When you click “Finish,” the packet will then be routed to Postdoc 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.</p>
7	<p>Submit check requests for the applicable visa filing fees via BearBuy:</p> <ul style="list-style-type: none"> • Review H-1B Check Request Form to see what checks are needed for the H-1B visa request • Follow the instructions in the Bearbuy Check Request Job Aid <ul style="list-style-type: none"> ○ 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	<p>Draft and submit the H-1B Support Letter:</p> <ul style="list-style-type: none"> • Working with the Faculty Sponsor, draft an <i>H-1B Support Letter</i> (start with the H-1B Support Letter Template). • Email the draft <i>H-1B Support Letter</i> 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 <i>H-1B Support Letter</i> and collect the Department Chair’s signature. • Mail the signed original <i>H-1B Support Letter</i> to ISSO at Campus Box 0477.
9	<p>At this point your role in the application process is complete.</p> <p>ISSO will review your 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.</p>