

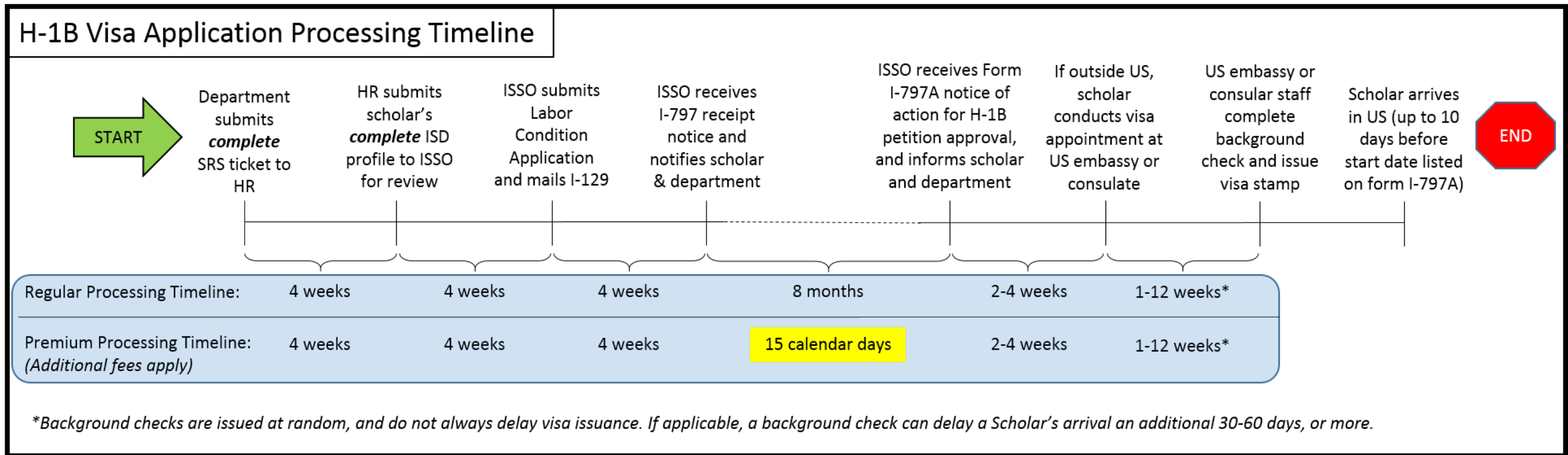
## H-1B Visa Application for Academic Personnel Process Overview

Department	Human Resources	International Students and Scholars Office (ISSO)
<p>1. <b>HR Liaison / Department Representative</b> gathers signed offer letter, scholar CV, and other required information, then submits to HR via SRS ticket.</p> <p>5. <b>HR Liaison / Department Representative</b> completes department sections of Docusign packet and forwards to Visa Specialist for review.</p> <p>6. <b>HR Liaison / Department Representative</b> submits check request for filing fees in BearBuy. Checks are generated and <i>routed to ISSO via campus mail</i>.</p> <p>7. <b>HR Liaison / Department Representative</b> drafts <i>H-1B Support Letter</i>, submits for ISSO review, obtains signature, and <i>sends to ISSO via campus mail</i>.</p> <p>8. <b>HR Liaison / Department Representative</b> prints and posts completed <i>Notice of Intent to File a Labor Condition Application</i> form from Docusign packet and physically posts at worksite for 10 business days.</p> <p>12. <b>Faculty Sponsor</b> e-signs <i>Export Control Attestation</i> form in Docusign packet, then forwards to Department Chair.</p> <p>13. <b>Department Chair</b> e-signs <i>H-1B Addendum</i> form in Docusign packet. Completed Docusign packet is <i>automatically routed to ISSO</i>.</p>	<p>2. <b>HR Generalist</b> confirms correct visa type and assigns case to Visa Specialist.</p> <p>3. <b>Visa Specialist</b> initiates H-1B application packet in Docusign.</p> <p>4. <b>Visa Specialist</b> creates ISD Profile and invites scholar to complete relevant sections. <b>Scholar</b> completes ISD profile and attaches required documents. Visa Specialist is automatically notified of ISD profile completion.</p> <p>9. <b>Visa Specialist</b> reviews Docusign packet for accuracy and forwards to ISSO for review.</p> <p>10. <b>Visa Specialist</b> reviews ISD profile and <i>submits to ISSO</i>.</p>	<p>11. <b>ISSO Advisor</b> reviews Docusign packet for accuracy and compliance with prevailing wage, then forwards to Faculty Sponsor.</p> <p>14. <b>ISSO Advisor</b> reviews and prints completed Docusign packet.</p> <p>15. <b>ISSO Advisor</b> reviews ISD profile for completion and eligibility.</p> <p>16. <b>ISSO Advisor</b> generates and submits <i>Labor Condition Application</i> to US Department of Labor for certification.</p> <p>17. <b>ISSO Advisor</b> generates and sends I-129 petition with filing fee checks to Department of Homeland Security – US Citizenship and Immigration Services (USCIS).</p>

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International Students and Scholars Office (ISSO)	U.S. Government	Scholar
<p>19. <b>ISSO Advisor</b> receives H-1B receipt notice with case number from USCIS by regular US mail. Receipt notice allows H-1B extensions and transfers to have continued work authorization with UCSF based on H-1B portability rules (240 day grace period).</p> <p>20. <b>ISSO Advisor</b> sends copy of H-1B receipt notice to Scholar, Visa Specialist, and HR Liaison/Department Representative.</p> <p>21. <b>ISSO Advisor</b> may expedite USCIS petition adjudication to 15 days with premium processing by submitting an additional \$1,225 fee.</p> <p>24. <b>ISSO Advisor</b> receives Form I-797A notice of action for H-1B petition approval from USCIS.</p> <p>25. <b>ISSO Advisor</b> emails Scholar, copying Visa Specialist, regarding H-1B approval and next steps.</p> <p>26. <b>ISSO Advisor</b> sends Form I-797A to Scholar via FedEx.</p>	<p>18. <b>Department of Homeland Security - USCIS</b> reviews I-129 petition for completion and eligibility.</p> <p>22. <b>Department of Homeland Security – USCIS</b> may issue a request for additional evidence, further delaying the adjudication process.</p> <p>23. <b>Department of Homeland Security – USCIS</b> sends Form I-797A notice of action for H-1B petition approval to ISSO.</p> <p>29. <b>U.S. Embassy/Consulate</b> reviews visa application and meets with Scholar.</p> <p>30. <b>U.S. Embassy/Consulate</b> conducts background check.</p> <p>31. <b>U.S. Embassy/Consulate</b> approves visa application and issues visa stamp in passport.</p>	<p>27. <b>Scholar</b> receives Form I-797A via FedEx.</p> <p>28. <b>Scholar</b> schedules visa appointment with U.S. Embassy or consulate and pays appropriate visa appointment fees. (Not applicable for Canadian citizens)</p> <p>32. <b>Scholar</b> receives passport admission stamp in passport indicating H-1B valid through I-797A expiration date.</p> <p>33. <b>Scholar</b> arrives in U.S. and attends HR onboarding session. Scholar checks in with Visa Specialist and provides all required documentation.</p> <p>34. <b>Scholar</b> attends a scheduled H-1B orientation with ISSO.</p>

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For additional information about the H-1B visa application process, contact your [Human Resources Generalist](#).

Additional information about the H-1B application process can be found on the [ISSO website](#).