

| <b>Complete Request Received by OIS</b> | <b>HR Onboarding Date/I-797 Start Date</b> |
|---|--|
| 10/5/2020                               | 1/4/21                                     |
| 10/20/2020                              | 1/19/21                                    |
| 11/2/2020                               | 2/1/21                                     |
| 11/16/2020                              | 2/15/21                                    |
| 11/30/2020                              | 3/1/21                                     |
| 12/14/2020                              | 3/15/21                                    |
| 12/28/2020                              | 3/29/21                                    |
| 1/11/2021                               | 4/12/21                                    |
| 1/25/2021                               | 4/26/21                                    |
| 2/8/2021                                | 5/10/21                                    |
| 2/22/2021                               | 5/24/21                                    |
| 3/8/2021                                | 6/7/21                                     |
| 3/22/2021                               | 6/21/21                                    |
| 10/5/2020                               | 1/4/21                                     |
| 4/6/2021                                | 7/6/21                                     |
| 4/19/2021                               | 7/19/21                                    |
| 5/3/2021                                | 8/2/21                                     |
| 5/17/2021                               | 8/16/21                                    |
| 5/31/2021                               | 8/30/21                                    |
| 6/14/2021                               | 9/13/21                                    |
| 6/28/2021                               | 9/27/21                                    |
| 7/12/2021                               | 10/11/21                                   |
| 7/26/2021                               | 10/25/21                                   |
| 8/9/2021                                | 11/8/21                                    |
| 8/23/2021                               | 11/22/21                                   |
| 9/6/2021                                | 12/6/21                                    |
| 9/20/2021                               | 12/20/21                                   |
| 10/4/2021                               | 1/3/22                                     |

\* All start dates assume the premium processing fee is being paid to USCIS.

\* If individual is located outside the U.S., start date will vary based on visa processing at the U.S. embassy or consulate abroad.

## H-1B Temporary Nonimmigrant Workers in Specialty Occupations Basic Procedures – General Work Flow

### Step 1: Information and Evidence Gathering

- Department and scholar complete e-forms, gather and prepare supporting documents, letters, fees, etc.
- Department submits full request in [Sunapsis](#).

### Step 2: OIS Review, U.S. Department of Labor Process

- OIS reviews the request; communicates with department about any questions.
- OIS conducts a prevailing wage analysis.
- OIS drafts and posts a Labor Condition Application (LCA), after which OIS submits it to U.S. Department of Labor.
- OIS prepares final H-1B petition; submits to USCIS.

### Step 3: Petition Pending at USCIS

- If filed with premium processing fee, USCIS will adjudicate the petition within 15 calendar days.
  - If they require more information, USCIS will send a Request for Evidence (RFE), which will delay approval.
- Without premium processing, the processing time at USCIS will be very lengthy (as of January 2020, the USCIS posted timeline is 7-9 months).
- Receipt of the H-1B petition at USCIS allows current UMB H-1B employees to continue working (H-1B extension), and for H-1B employees at other employers to start work at UMB (H-1B transfer).

### Step 4: H-1B Approval/Consular Processing Required if Scholar is Outside U.S.

- Upon approval, international employees (new or continuing) who held a different immigration status may start or continue work (H-1B Change of Status).
- For scholars outside the U.S., OIS sends the H-1B approval notice to their address abroad.
  - Scholar schedules visa appointment with U.S. Embassy/Consulate (n/a to Canadian citizens).
  - U.S. Embassy/Consulate reviews application, conducts security background check, issues visa stamp.

### Step 5: Scholar Arrives at UMB/Begins work in H-1B Status

- Scholar may enter U.S. up to 10 days before H-1B start date.
- Scholar completes Form I-9 at HR Service Center within first 3 days of H-1B employment at UMB.