

Complete Request Received by OIS	HR Onboarding Date/ I-797 Start Date
9/23/2024	1/2/2025
10/4/2024	1/13/2025
10/18/2024	1/27/2025
11/1/2024	2/10/2025
11/15/2024	2/24/2025
11/29/2024	3/10/2025
12/13/2024	3/24/2025
12/27/2024	4/7/2025
1/10/2025	4/21/2025
1/24/2025	5/5/2025
2/7/2025	5/19/2025
2/21/2025	6/2/2025
3/7/2025	6/16/2025
3/21/2025	6/30/2025
4/4/2025	7/14/2025
4/18/2025	7/28/2025
5/2/2025	8/11/2025
5/16/2025	8/25/2025
5/30/2025	9/8/2025
6/13/2025	9/22/2025
6/27/2025	10/6/2025
7/11/2025	10/20/2025
7/25/2025	11/3/2025
8/8/2025	11/17/2025
8/22/2025	12/1/2025
9/5/2025	12/15/2025
9/23/2025	1/2/2026

* 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 does electronic Labor Condition Application (LCA) posting and submits LCA 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 business 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 is often lengthy.
- 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 (not applicable to Canadian citizens).
 - U.S. Embassy/Consulate reviews application and issues visa stamp. Visa processing times can vary widely due to a variety of issues (i.e., staffing at U.S. embassy/consulate, background checks)

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.