

Complete Request Received by OIS	HR Onboarding Date/ I-797 Start Date
9/23/2023	1/2/2024
10/7/2023	1/16/2024
10/20/2023	1/29/2024
11/3/2023	2/12/2024
11/17/2023	2/26/2024
12/1/2023	3/11/2024
12/15/2023	3/25/2024
12/29/2023	4/8/2024
1/12/2024	4/22/2024
1/26/2024	5/6/2024
2/9/2024	5/20/2024
2/23/2024	6/3/2024
3/8/2024	6/17/2024
3/22/2024	7/1/2024
4/5/2024	7/15/2024
4/19/2024	7/29/2024
5/3/2024	8/12/2024
5/17/2024	8/26/2024
5/31/2024	9/9/2024
6/14/2024	9/23/2024
6/28/2024	10/7/2024
7/12/2024	10/21/2024
7/26/2024	11/4/2024
8/9/2024	11/18/2024
8/23/2024	12/2/2024
9/6/2024	12/16/2024
9/23/2024	1/2/2025

* 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.