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• H Visa Requests
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INTRODUCTION
STAFF VISA SPONSORSHIP PILOT PROGRAM

• ISO is collaborating with UWHR on a staff visa sponsorship pilot program

• This program would sponsor full-time, permanent staff for H-1B, E-3, and TN visas

• More details are available at:
  ◦ ISO's Staff Visa Sponsorship page
  ◦ UWHR's Staff Visa Sponsorship page
  ◦ The 08/2023 joint Staff Visa Sponsorship training slide deck
WHAT IS A VISA REQUEST?

- A web form on the Office of Academic Personnel (OAP) website.
- The process by which a UW academic unit initiates UW visa sponsorship for an international scholar.
- The process by which OAP makes sure that visa sponsorship is (1) feasible and appropriate and (2) consistent with University employment policies.
- One part of the larger process of getting a visa.
VISA REQUEST PROCESSES (GENERALLY)

Pre-Request

- Unit gathers sponsorship information on the Visa Intake Form along with supporting documentation
- Unit discusses any uncertainties with ISO
- Unit then uses information from Visa Intake Form to submit Visa Request Form online

Visa Request

- ISO and AHR review* Visa Request Form and contact unit with any questions
- AHR then sends a PDF of the approved Visa Request

*Review may include gathering documents to confirm visa or appointment eligibility.

Post-Request

- Unit gathers any additional supporting documentation
- Units gets signatures on approved Visa Request
- Unit returns approved Visa Request, with supporting documentation, to ISO for further processing
- ISO initiates next steps with various government agencies
VISA INTAKE FORM

Part I gathers **biographic** and **funding** information from the scholar.

Part II gathers **appointment** information from the appointing unit.

For J-1s:  [https://ap.washington.edu/j1-intake-2/](https://ap.washington.edu/j1-intake-2/)

For H-1Bs:  [https://ap.washington.edu/h1b-visa-intake-form/](https://ap.washington.edu/h1b-visa-intake-form/)
WHO SHOULD SUBMIT A VISA REQUEST?

Only someone in the chair’s office or a central business unit with basic knowledge of both visa and appointment issues should submit a visa request, even if anyone with an employee UW NetID can.

Who should not submit:

❖ The international scholar
❖ The faculty sponsor
❖ An outside third party
VISA REQUEST FORM

Sections:

- Purpose of Form
- Section One - Biographic Information
- Section Two - Dependents
- Section Three - Appointment Information
- Section Four - Funding Information
- Section Five - Sponsoring Department/Program Information
- Section Six – UW Financial Information

Did you know? The visa request tool (Lux) lets you save draft visa requests (without attachments) for up to 30 days.
WHO LOOKS AT A VISA REQUEST?

1. ISO advisors review for visa issues
2. For academic personnel positions, Academic HR specialists review for appointment issues
3. Export Control in the Office of Research reviews for deemed export issues (country of origin, grant funding, controlled technology)

This is why you will get emails from different people within OAP about the same visa request!
VISA REQUEST PACKET

Once review is complete, AHR will email you a PDF of the approved visa request.

The approved visa request must be routed for signatures and sent back to ISO along with the relevant supporting documentation from the checklist.

Send the entire packet back to ISO by:

• Campus mail to Box 351245
• Dropping off in our dropbox outside the Gerberding 240 suite
• Email, as a single PDF, in reply to the conditional approval email
• Upload, as a single PDF, to the visa request “Manage Files” page in Lux
THINGS TO REMEMBER

➔ A visa request is not the end product.
   ISO must process further before the visa is in place.

➔ A visa request requires supporting documents.
   Checklists of supporting documents for each visa type are on our website.

➔ A visa request is not your only way to get answers.
   ISO advisors will happily discuss visa eligibility and sponsorship procedures
   with you, with or without a visa request.
J VISA REQUESTS
BEFORE YOU SUBMIT A J VISA REQUEST

You should have collected the following:

- Offer or reappointment letter
- Biographic page(s) of passport(s)
- Documentation of funding
- Documentation of English proficiency
- Information for the visa request, usually on the J-1 Visa Intake Form
WHAT DO WE REVIEW J VISA REQUESTS FOR?

ISO advisor reviews for:
- Is the start date achievable?
- Does the funding meet our J-1 funding minimums?
- Is the person eligible for J-1 status through the requested end date?
- Are the cultural exchange plans sufficient?

AHR specialist reviews for:
- Is the person eligible for the title through the requested end date?
- Does the funding meet the salary minimum?
ISO requires supporting documentation with each signed J Visa Request, including but not limited to:

- Copies of biographic pages for J-1 and all J-2 dependents
- The offer or reappointment letter
- Funding documentation
- Documentation of English proficiency
- Patient care letter for foreign medical graduates

ISO can only issue the DS-2019 once we have all supporting documentation.

See our [J-1 Checklist](#)
ISO sends Form DS-2019 “Certificate of Eligibility for Exchange Visitor Status” to host department

Department sends DS-2019 to exchange visitor

Exchange visitor uses DS-2019 to apply for J visa at consulate and to enter U.S.
BEYOND INITIAL J VISA REQUESTS

A new J Visa Request, with appropriate supporting documentation, is needed to do the following:

- **Extend** the person’s J-1 status
- **Change** the person’s appointment **title**
- **Move** a J-1 already at UW to your department
- **Transfer** a J-1 already at another program sponsor to UW

You should also use Lux to

- **Amend sponsorship dates** using the [J1 Amendment Form](#)
- **Add dependents** using the [Add J2 Dependent Form](#)

Ask us how much time we need, or just submit as early as you can!
**QUESTION BREAK #1**

Q: Is a 12-month appointment for a Visiting Scholar on a J-1 typical?
A: Yes! Visiting Scholar is an annual appointment, so a one-year initial J-1 is typical; but a Visiting Scholar can be reappointed for a second year.

Q: Are schools are able to seek reimbursement for visa fees for a J-1 visa for a Visiting Scholar? (even if the school chooses to pay for it)
A: Yes, you can seek reimbursement of visa fees from Visiting Scholar, but not from Postdoctoral Scholars on J-1s, or from anyone on H-1Bs.
H VISA REQUESTS
CHANGES TO H-1B PROCESSING

- The Provost announced on 09/20 that UW would no longer require a prevailing wage determination from DOL for H-1B sponsorship
- This should speed up most H-1B sponsorships!
- ISO is working to update our web content accordingly
- The following slides reflect current processing times under this process change

Attend our H-1B Basics training next month for more information!
BEFORE YOU SUBMIT AN H VISA REQUEST

You should have collected the following:

- Offer or reappointment letter
- Information for the visa request, usually on the H-1B Visa Intake Form
- For non-CBA titles, a completed Prevailing Wage Intake Form
- For staff titles, a completed rubric from UWHR

Units should wait to assemble other supporting documents until after the visa request has been approved by OAP.
WHAT DO WE LOOK FOR IN H VISA REQUESTS?

ISO advisor reviews for:

• Does the person have another status they should exhaust first?
• Is the person eligible for H-1B status through the requested end date?
• Is the appointment or job eligible for H-1B sponsorship?
• Is the salary higher than the likely prevailing wage?
• Is the start date achievable?

For academic personnel positions, AHR specialist reviews for:

• Is the person eligible for the title through the requested end date?
• Does the salary meet the salary minimum?
ISO requires supporting documentation with each signed H Visa Request, including but not limited to:

- Wage documentation
- Documentation of the scholar’s visa status
- Documentation of the scholar’s credentials
- Filing fee payment

However, ISO can often initiate certain processes without having all documents on hand.

Feel free to ask us what we need right away and what can wait.
ISO has the host department post the Labor Conditions Application, then submits it to the DOL.

DOL approves the Labor Condition Application

1 week

ISO prepares and files the I-129 Petition with U.S. Citizenship and Immigration Services (USCIS)

USCIS reviews and approves I-129 Petition

2 weeks* to 12 months

Scholar applies for H-1B visa at U.S. consulate and enters U.S.

1 week to 2+ months

*With payment of $2,500 Premium Processing Fee to USCIS
USCIS FEES FOR H-1BS

• Anywhere from $460 to $3460, depending on case type and urgency
• Must be paid by unit
• Can be paid with
  ◦ Fee check(s) issued by UW via Workday, or
  ◦ G-1450 Credit Card Authorization Form(s) using UW ProCard
• More information and instructions are available on our website at https://ap.washington.edu/ahr/visas/admin-resources/visa-fees/
BEYOND INITIAL H VISA REQUESTS

You must submit a new H Visa Request, with supporting documentation, to do any of the following:

- **Extend** the person’s H-1B status
- **Change** the person’s appointment **title**
- **Move** an H-1B already at UW to your department
- **Transfer** an H-1B already in the U.S. to UW

Submit as early as you can but remember that these usually require at least **three months** to process.
TIPS FOR SUCCESS
## REMEMBER THE DIFFERENCES

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<th>J-1</th>
<th>H-1B</th>
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<td><strong>Lead time</strong></td>
<td>At least two months</td>
<td>At least three months</td>
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<tr>
<td><strong>When to collect documents</strong></td>
<td>Before submitting visa request</td>
<td>Once visa request is approved</td>
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<td><strong>Orientation</strong></td>
<td>Must request remote check-in from ISO</td>
<td>No check-in required, but optional orientation available</td>
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<td><strong>Costs</strong></td>
<td>No filing fees; no premium processing</td>
<td>Filing fees up to $3,460; unit must pay fees</td>
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## RESOURCES

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<th>Resources</th>
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[Department of State Visa Appointment Wait Times]
HOW TO DO LESS WORK ON J VISA REQUESTS

• Submit as soon as possible
  (at least three months in advance)
• Gather all supporting documents before you submit
• Confirm number of dependents with scholar
• Submit visa request with all required supporting documents as soon as possible
• Don’t submit supporting documents that aren’t required
• If possible, forward the scanned DS-2019 rather than express-mailing the print DS-2019
HOW TO DO LESS WORK ON H VISA REQUESTS

• Work with UWHR early for staff visa sponsorship requests
• Submit as soon as possible
  (at least four months in advance WITH premium processing)
• Confirm number of dependents with scholar
• Ensure information on visa request and supporting documents match
• Set realistic expectations with scholar and faculty
• Wait to request checks until instructed by advisor
• Pay $2,500 USCIS premium processing fee, where possible
Q: At what point in the process is payment due to ISO for H-1B?
A: ISO’s CTI fee gets billed within a month after the visa request is conditionally approved. USCIS fee payment is required for us to file the H-1B petition with USCIS; an advisor will contact you if we are getting close to filing and haven’t received them yet.

Q: Will RSEs be visa eligible for the pilot program?
A: Yes. You should reach out to UWHR to start the process if you have an RSE position you want to sponsor.
THANK YOU!

https://ap.washington.edu/ahr/visas/

acadvisa@uw.edu