

ACADEMIC PERSONNEL & FACULTY

UNIVERSITY *of* WASHINGTON

UW VISA BASICS 2

Process and Tools
November 05, 2025



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INTRODUCTION

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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 reviews* **Visa Request Form** and contacts unit with any questions
- ISO 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



J-1 Visa Intake Form

International Scholars Operations

This form is provided to facilitate collection of information for the [J Visa Request Form](#). Academic units must submit a J Visa Request Form to initiate visa sponsorship through ISO. Please [contact ISO](#) with questions.

Employee ID (if any):

If correctly entered on the visa request, this will allow the exchange visitor to access basic information about the visa request and the resulting DS-2019 Certificate of Eligibility for Exchange Visitor Status. ISO recommends including this information to support streamlined document distribution.

PART I: To be completed by the international scholar being invited to the University of Washington (UW).

PART II: To be completed by the UW unit that is inviting the international scholar.

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/>

For H-1Bs: <https://ap.washington.edu/h1b-visa-intake-form/>

WHAT IS A VISA REQUEST?

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

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**.

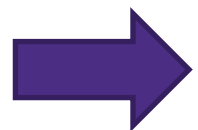
Who **should not** submit:

- 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**, ISO advisors 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 may get emails from different people about the same visa request!

VISA REQUEST PACKET

Once review is complete, ISO 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 drop box outside 400 Gerberding
- 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

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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?

We review for visa considerations:

- 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?

We also review for the appointment:

- Is the person **eligible for the title** through the requested end date?
- Does the funding meet the salary minimum?

J-1 SUPPORTING DOCUMENTS

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 (new or transfer only)
- 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

DS-2019 CERTIFICATE OF ELIGIBILITY

ISO uploads Form DS-2019 "Certificate of Eligibility for Exchange Visitor Status" to Manage Files page of visa request

Department forwards DS-2019 to exchange visitor

Exchange visitor prints double-sided, uses DS-2019 to apply for J visa at consulate and uses it to enter U.S.

U.S. Department of State				OMB APPROVAL NO. 1405-0119 EXPIRES 06/30/2020 ESTIMATED BURDEN TIME 45 min *See Page 2	
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)					
1. Surname/Primary Name: Doe		Given Name: John		Gender: MALE	NOO 0000 00
Date of Birth (mm/dd/yyyy): 11-11-1990		City of Birth: Shanghai	Country of Birth: CHINA	Citizenship Country Code: CH	Citizenship Country: CHINA
Legal Permanent Residence Country Code: CH		Legal Permanent Residence Country: CHINA		Position Code: 213 UNIVERSITY TEACHING STAFF INCLUDING R	
Primary Site of Activity: Physics & Astronomy Bldg 3910 15th Ave NE Seattle, WA 98195					
2. Program Sponsor: University of Washington				Program Number: P-1-00168	
Purpose of Program/Official Description: PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; SPECIALIST; STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT INTERN; STUDENT MASTERS; STUDENT NON-DEGREE					
Purpose of this form: Begin new program; accompanied by number (1) of immediate family members.					
3. Form Covers Period: From (mm/dd/yyyy): 01-21-2019 To (mm/dd/yyyy): 01-20-2020		4. Exchange Visitor Category: RESEARCH SCHOLAR Subject/Field Code: 40.0801 Subject/Field Code Remarks: Dept. of Physics; Research, Observation, Consultation with colleagues			
5. During the period covered by this form, the total estimated financial support for (U.S. \$) is to be provided in the exchange visitor by: University of Washington; China Scholarship Council : \$39,600.00 Total : \$39,600.00					
6. RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER ATTENTION: I am the officer to handling this Form DS-2019, the Program Sponsor/organization identified above, for which I serve as the Responsible Officer or Alternate Responsible Officer, has verified, in accordance with the requirements of 22 CFR 61.12(b), that each prospective exchange visitor: (1) is eligible and qualified for, and accepted for, the program in which he or she will participate; (2) possesses adequate financial resources to participate in and complete his or her exchange visitor program; and (3) possesses adequate financial resources to support an accompanying spouse and dependent, if any. I also attest upon printing and signing this form, I am physically present in the United States or in a U.S. territory. A notification copy of this form has been provided to the U.S. Department of State.		7. Susan Larrance Name of Official Preparing Form International Scholars Operations 239 Garberding Hall, Box 351245 Seattle, WA 98195 Address of Responsible Officer or Alternate Responsible Officer <i>Susan Larrance</i> Signature of Responsible Officer or Alternate Responsible Officer		Alternate Responsible Officer: The Telephone Number: 206-685-9022 Date (mm/dd/yyyy): 07-11-2018	
8. Statement of Responsible Officer for Relinquishing Sponsorship FOR TRANSFER OF PROGRAM Effective date (mm/dd/yyyy): Transfer of this exchange visitor from program number: sponsored by: to the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1960, as amended.					
PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(g) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (see item 3) of page 2. The Exchange Visitor in this above program: 1. ☐ Not subject to the two-year residence requirement. 2. ☒ Subject to two-year residence requirement based on: A. ☐ Government financing under: B. ☐ The Exchange Visitor Skills List under: C. ☐ PL 94-484 as amended JOEL A. SMITH Vice Consul Signature of Officer of Immigration Officer THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212(g).		TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is 1 year*) *EXCEPT: Maximum validation period is up to 6 months for Short-term Schedules and 4 months for Camp Counselors and Summer Work/Travel. (1) Exchange Visitor is in good standing at the present time. 1/20/2018 Date (mm/dd/yyyy) Holley Schmiedmuller Signature of Responsible Officer or Alternate Responsible Officer (2) Exchange Visitor is in legal standing at the present time. Date (mm/dd/yyyy) Signature of Responsible Officer or Alternate Responsible Officer			
EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement in item 2 on page 2 of this document. John Doe Signature of Applicant		Shanghai Place		09-1-2018 Date (mm/dd/yyyy)	

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!

Q&A

- > Q: Are documents for J-1 English Proficiency required for J-1 extension visa requests? Do we need to submit this documentation again?
 - ISO doesn't require English Proficiency documentation for J visa extension requests, but we do need English Proficiency documentation for all initial and transfer-in visa requests.
- > Q: Will this training cover J-1 waivers and, if not, will you provide this information in a future training?
 - Please reach out to ISO for more information on waivers of the 212(e) two-year home residence requirement.





H VISA REQUESTS



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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
 - For Research Scientist Engineers, UWHires or Workday position
 - For all other titles, a completed rubric from UWHR

Units should wait to assemble other supporting documents until after the visa request has been approved by APF.

WHAT WE LOOK FOR IN H VISA REQUESTS

We review for visa considerations:

- 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, we also review for:

- Is the person **eligible for the title** through the requested end date?
- Does the **salary** meet the salary minimum?

H SUPPORTING DOCUMENTS

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.

**See our
H-1B
Checklist**

ADJUDICATION PROCESS

ISO performs initial review and prevailing wage self-determination, requests any missing documents

ISO has the host department post the Labor Condition Application, then submits it to the DOL

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

Scholar applies for H-1B visa at U.S. consulate and enters U.S.
1 week to 2+ months

DOL approves the Labor Condition Application
1 week

USCIS reviews and approves I-129 Petition
2 weeks* to 12 months

*With payment of \$2,805 Premium Processing Fee to USCIS

USCIS FEES FOR H-1BS

- Anywhere from \$460 to \$3765, depending on case type and urgency
- Must be paid by unit
- Can only be paid with G-1450 Credit Card Authorization Form(s) using a UW ProCard
- More information and instructions are available on the [APF Visa Fees](#) page.

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 ISO recommends at least **four months** of lead time, even with USCIS premium processing.

Q&A

- > **Q: What is the average H-1B extension processing time without premium processing?**
 - USCIS is currently taking around 6.5 months for H-1B extensions without premium processing.
- > **Q: Should we still await news about the \$100K H-1B fee before considering whether another visa type might be possible, such as a J-1, if the scholar is already here in the U.S.?**
 - The new fee doesn't apply to changes of status within the U.S., however there is still an institutional pause, so you could work on the H visa request even if ISO can't file it yet. This would allow for quicker filing once the pause is lifted.
 - If the person is coming from outside of the U.S., we will probably need to consider other visa types because the fee will likely apply.





TIPS FOR SUCCESS

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REMEMBER THE DIFFERENCES

	J-1	H-1B
Lead time	At least three months	At least four months
When to collect documents	Before submitting visa request	Once visa request is approved
Orientation	Must request <u>remote check-in</u> from ISO	No check-in required, but optional orientation available
Costs	No filing fees; no premium processing; \$220 SEVIS fee for new J-1s	Filing fees up to \$3,765; unit must pay fees

RESOURCES

How to Sponsor	<u>J-1</u>	<u>H-1B</u>
Intake Form	<u>J-1</u>	<u>H-1B</u>
Visa Request Form	<u>J-1</u>	<u>H-1B</u>
Checklist	<u>J-1</u>	<u>H-1B</u>
Scholar Resources	<u>J-1</u>	<u>H-1B</u>

See UWHR
guidelines
for [staff visa
sponsorship](#)

[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 for new J-1s**)
- 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 provide USCIS fees** until instructed by advisor
- Follow our [Tips on Completing Form G-1450](#) for USCIS fees
- Pay \$2,805 USCIS premium processing fee, where possible



THANK YOU!



<https://ap.washington.edu/ahr/visas/>
acadvisa@uw.edu

