

VISA PROCESSING FLOW CHART

NEW H-1B FROM ABROAD

Prospective H-1B Employee

- Initiates request for employment
- Secures job offer with UTSW H.R.
- Submits necessary documentation to UT Southwestern Department

UT Southwestern Department

- Prepares H-1B application
- Prepares HRMS appointment
- Sends to International Office

UT Southwestern International Office

- Prepares visa application
- Sends to USCIS for processing

US Citizenship & Immigration Services

- Processes H-1B Application

\$1000 Expedite Requested?

NO

YES

3 - 4 Months

15 days

Visa Approved

UT Southwestern International Office

- Receives Approval Notice
- Send H-1B documents to Employee overseas

Prospective H-1B Employee

- Schedules Visa Interview
- Receives Visa Packet

US Consulate

- Conducts visa interview

Security Advisory Opinion Requested?

NO

YES

Clear for Visa Issuance?

YES

NO

Visa Stamp Issued

Visa Stamp Denied

US Department of State

Provides Security Advisory Opinion

Prospective J-1 Visitor

- Books travel to the US
- Clears Customs
- Travels to US
- Schedules Check-In with International Office

UT Southwestern International Office

- Reviews visa documents
- Provides International Orientation
- Completes I-9
- Approves HRMS appointment

TIMELINE

Varies by applicant

2-4 weeks to gather documents

Approx. 2-4 weeks (varies with workload)

Regular 3-4 months
Expedite 1 month

2-15 business days

Approx. 1-60 days (varies by country)

1-7 days

Approx. 4-8 weeks

2-4 weeks minimum

30 minutes