

VISA PROCESSING FLOW CHART

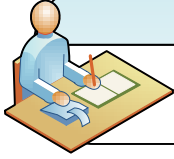
NEW H-1B PORTABILITY



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

I-797 Receipt Notice Received
(If expedited, Approval Notice is also received at this time)

UT Southwestern International Office



- Receives I-797 Receipt Notice
- Informs Department & H-1B Employee that he/she can begin working at UT Southwestern

Prospective H-1B Employee



- Schedules International Office Check-In Appointment

UT Southwestern International Office



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

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
- Informs H-1B Employee of Approval Notice

Prospective H-1B Employee



- Picks up new I-94 and Approval Notice copy at International Office

TIMELINE

Varies by applicant

2-4 weeks to gather documents

Approx. 2-4 weeks (varies with workload)

Approx. 15-30 days

1-2 business days (varies on start date)

Varies on H-1B Employee start date

30 minutes

Regular 3-4 months
Expedite 1 month

2-15 business days

Varies on employee