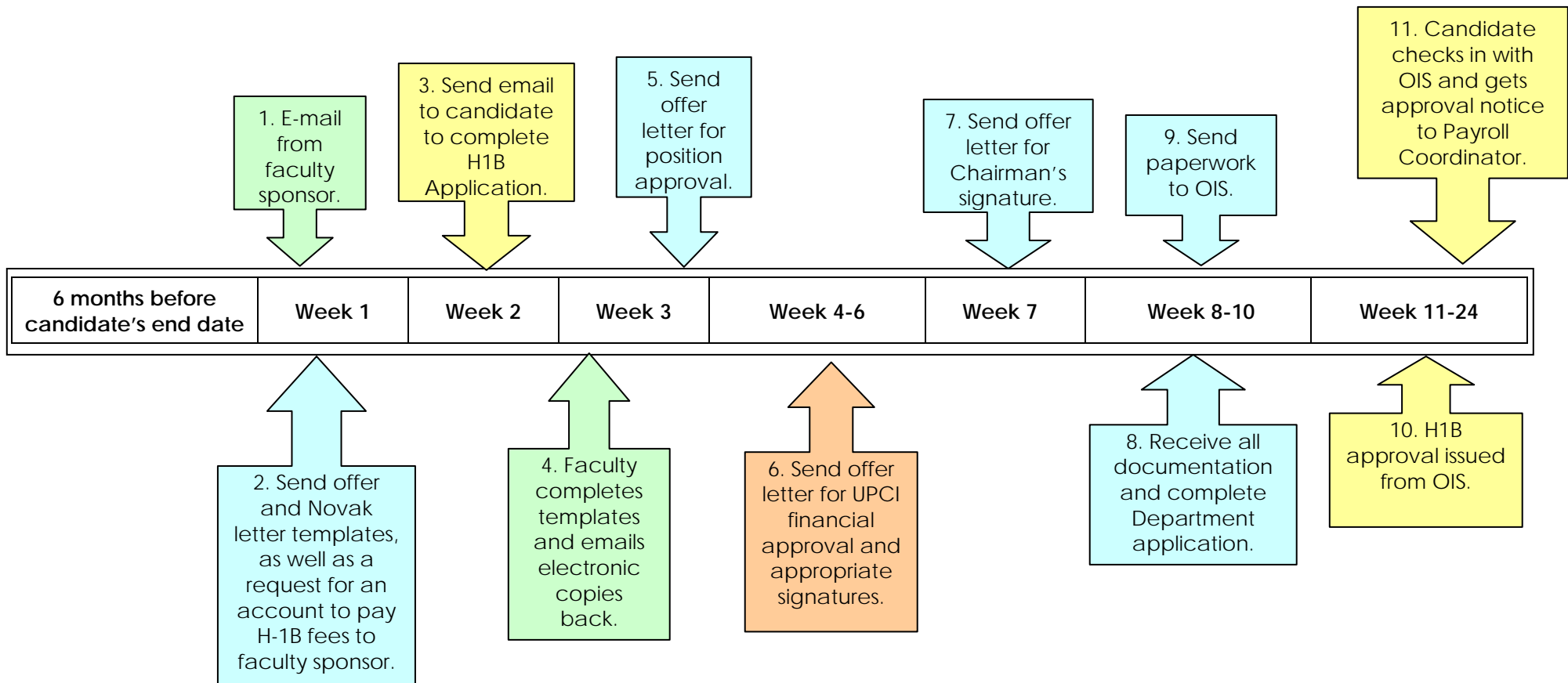
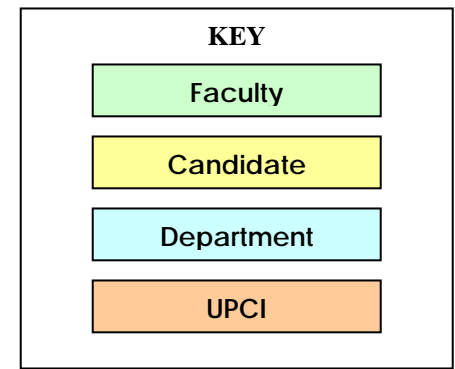


H-1B VISA UPCI TIMELINE, NEW TO PITT



** The above timeline is based on a hypothetical application. Applications are reviewed and approved on a case by case basis. Each application is different and thus the actual time for processing and approval of individual applications may vary.*

UPCI H-1B, New to Pitt Application Process:

1. Receive Initial e-mail from faculty sponsor to inform Department of Pathology of the appointment of candidate
2. Send offer and Novak letter templates, as well as a request for an account for H-1B Fees
 - o All emails will be copied to UPCI Administrative Department for review
 - o Novak letter is a letter to the United States Citizenship and Immigration Services Center explaining that the Department has not come across any other candidates with such a similarly suited background
 - o Break Down of Processing Fees for an H-1B Visa:

Fee Type	Amount	Who pays?
Basic Filing Fee (I-129)	\$320	Faculty sponsor <i>must now</i> pay this fee
Anti-Fraud Fee <i>(not required for extensions)</i>	\$500	Faculty sponsor <i>will continue</i> to pay this fee
OIS Cost Recovery Fee	\$500	UPCI will pay this fee
Premium Processing Fee (I-907)	\$1,000	Faculty Sponsor or Employee*
I-539 for Dependents	\$300	Employee

* If the petition is being submitted via "premium processing" because the department needs the foreign national employee to start right away, then the department **MUST** pay the fee. If the petition is being submitted via "premium processing" for reasons purely personal to the foreign national employee, then the employee may be allowed to pay the fee. Under no circumstances may the department *require* or force the international to pay the premium processing fee.

3. Send email to candidate to complete H-1B Visa Classification Request Form
4. Faculty member sends completed templates
 - o Offer Letter
 - Dates and length of appointment
 - Salary source
 - Laboratory location
 - Description of duties
 - o Novak Letter
 - Insert background on school or department; outline job requirement
 - Outline foreign national's education and experience
5. Send template to Office of Academic Career Development for position approval

6. Send template for UPCI financial approval and appropriate signatures:
 - o Signatures Required
 - Director of UPCI
 - Faculty Sponsor
 - Candidate
 - Department of Pathology Chairman
7. Obtain letter from UPCI to get the Department of Pathology Chairman's signature
8. After executed offer letter and H-1B Application are complete
 - o The Department will complete Department section of the H1-B Application
9. The following items must be included with the H-1B application and sent to the Office of International Services for processing:
 - o I-94 card (front & back)
 - o Passport ID & visa stamp page
 - o CV
 - o Fully Executed offer letter
 - o Novak Letter
 - o Department section of H-1B Application
 - o Check for the Basic Filing Fee

The approval for the H-1B can take up to 6 months

10. The candidate will receive notification of H1-B Approval Notice from OIS
 - o Candidates outside of Pittsburgh will be mailed the approval notice
 - o Candidates in Pittsburgh will pick up the approval notice at OIS
11. Candidate outside of Pittsburgh, who did not go to OIS to pick up their approval notice, will need to check in at OIS and the Department Payroll Coordinator