

STEP 1: SMU EXTENDS EMPLOYMENT OFFER TO A FOREIGN NATIONAL

The Foreign National completes the Visa/Status Questionnaire with the International Office (IO).

The IO determines that an H-1B is appropriate for the employee. Employee must be full time and have an in-person position.

IO sends the Hiring Department the Department Information Questionnaire, Contract and Export Control Addendum

SMU's Human Resources (HR) provides a benefit summary and actual wage memorandum to the International Office

STEP 2: THE HIRING DEPARTMENT AND INTERNATIONAL OFFICE COMPLETE REQUIRED FORMS

The Hiring Department fills out the H-1B Department Questionnaire and Contract and the Export Control Addendum

The IO sends the Hiring Department a sample letter of support

The Hiring Department has two weeks to send the completed letter of support to the IO

The IO performs prevailing wage determination and determines appropriate wage. Then prepares and files ETA 9035 (the Labor Condition Application) with the DOL

IO posts Labor Condition Application online and public inspection documentation prepared and stored at the IO for ten business days

The Office of Research & Innovation and the Sponsored Projects Administration review and approve the export control addendum

STEP 3: THE INTERNATIONAL OFFICE COMPLETE REQUIRED FORMS

The Foreign National fills out their Employee Application for H-1B with the IO

The IO prepares the H-1B application and files it online.

IO Pays the filing fees which will be billed back to the hiring department The USCIS filing fees is \$960. *If work authorization expires within four months of current work authorization expiration date, additional premium processing fee of \$2,965 will apply.

If the employee has any dependents, they are responsible for filing their petitions independently. The employee is responsible for all associated fees as well.

STEP 4: THE H-1B IS APPROVED

USCIS issues a notice of action/receipt notice in 1-2 days. Processing Premium is 15 days and Regular petition is 5-8 months for adjudication.

H-1B is approved for a maximum of 3 years.

HR onboard the new employee

The IO will check with the hiring department and employee every 3 months for any updates on employment.

STEP 5: TIMELINES

THREE MONTHS:

- IO will contact the hiring department every three months for update on performance and updates regarding job duties

YEAR ONE:

- The IO will reach out the department within one year of H-1B offer letter acceptance to discuss special handling for faculty positions
- HR will consult with hiring department and provide guidance on special handling
- Special Handling will be initiated by the Gump Firm for green card processing.

YEAR TWO:

- IO will reach out to the Hiring Department at 2.3 years to initiate extension of H-1B
- Gump firm will provide update on I-140 and priority deadline

YEAR THREE

- Extension of H-1 is approved

GREEN CARD CONSULTATION

HR will consult on green card applications and include IO

Gump firm will file green card application