HIRING & HOSTING INTERNATIONAL SCHOLARS
Meet IU’s International Scholar Advising Team

OIS is your primary resource for all matters relating to visa regulations. Our scholar advisors and front desk staff are here to help with all of your immigration issues, questions, and more, including:

• Immigration documents for scholars and their dependent family members
• Mandatory J-1 health insurance enrollment
• Travel signatures, financial issues, university resources, etc.

We also provide events and ongoing programs to support a scholar’s transition to Bloomington and American culture. Find details at ois.iu.edu/events. If your scholar has an event that they want to promote, contact us!

International faculty, staff, and visitors have several non-immigrant visa options, Joanna Snyder can help you decide which one is most appropriate for each case.

Joanna Snyder
Director, International Scholar Advising
snyder1@iu.edu

Teresa Witcher
Senior Scholar Advisor
terwitch@iu.edu
J-1 Exchange Visitors

Professors and researchers (up to 5 years), or short-term scholars (6 months or less), invited for research, teaching, or collaborating. Visitors from partner institutions will generally use the J-1 visa category.

The purpose of the Exchange Visitor Program is to increase mutual understanding between U.S. citizens and people of other countries through educational and cultural exchange. Allow a minimum of 3 months for the J-1 process.

J-1 Student Interns

Students pursuing a degree in their home country who require an internship in order to complete the degree program. Allow a minimum of 3 months for the J-1 process.

H-1B Employees

Professional staff, research, or teaching positions that require a bachelor’s degree or higher in a specific field (up to 6 years). Average processing time is 6 months.

B1/B2 or WB/WT Visitors

Short-term visitors may enter the U.S. in business or tourist status if the business activities are strictly limited to consulting, negotiating contracts or partnership agreements, attending scientific or educational conferences and seminars, attending short-term training, or undertaking independent research.

Other (TN, E-3, O-1)

There are several other statuses for employment that are less common. OIS will suggest one of these statuses if appropriate. Average processing time varies by visa type, but in general takes 3-6 months.
OFFICE OF INTERNATIONAL SERVICES
RESPONSIBILITIES

☐ Advise on visa type and immigration regulations

☐ Prepare/obtain/maintain visa document

☐ Offer new scholar orientation

☐ Monitor compliance (wage paid, health insurance, etc)

☐ Monitor changes in policy/law and communicate with scholars and departments

☐ Provide travel/visa stamp advice

☐ Assist with adjustment concerns; provide information about programming, safety, health insurance
IU DEPARTMENT RESPONSIBILITIES

- Contact OIS to determine visa type
- Submit Add New Person HRMS eDoc
- Initiate Hire eDoc or Academic No Pay eDoc
- Complete Atlas form as advised
- Provide support for arrival, including transportation from airport to campus, and housing arrangements
- Help with computing account set-up
- Assist with adjustment concerns; provide information about programming, safety, health insurance

Visas for Faculty, Staff & Visitors
ois.iu.edu/scholars

Departmental Hiring and Hosting
ois.iu.edu/hosting

Scholar Guidebook (PDF)
ois.iu.edu/scholarguide
Atlas
- Departmental Contacts
- Applicant Information
- Dependents Information
- English Proficiency
- Program Information
- Financial Information
- Compliance/Certificates

OIS Review

Arrival & Check-In

J-1 employees are eligible for SSN only after immigration validation.
H-1B Processing

OIS contacts department or employee for additional documentation.

OIS assembles and mails H-1B application to USCIS. Allow 5 days for processing.

H-1B department and employee receive a copy of the filed application via email.
Atlas
Empowerment implemented in sustainable practices.

OIS Review
One-nation-based plus 3-epidemics.

Prevailing Wage
Wages and salaries of workers in a specific occupation.

USCIS Decision
National security assessment and immigration decisions.
OVPGC

Standard

Labor Certification
OVPGC works with departments to advertise the position, documenting there are no qualified U.S. citizens or permanent residents for the position.

If a successful labor search, OVPGC files Labor Certification with DOL. Processing times vary, but DOL generally adjudicates within 4 months.

I-340
OVPGC files I-340 with USCIS for adjudication within 2 to 6 months.

I-485
With approved I-340, employer files the I-485 petition to USCIS to adjust PR status if priority date is available. There is usually a backlog for applicants born in India or China. I-485 is generally adjudicated within 8-30 months.
### OIS

**Outstanding**

- **H-1B**
  - OIS works with departments and employees to document and establish that applicants' qualifications meet the top of their field and known internationally for outstanding contributions to their field.
  - OIS files I-361 application with USCIS for adjudication within 2 weeks-6 months.

**Special Handling**

- **Labor Certification**
  - OIS works with departments/employees to document the initial advertising and hiring process.
  - OIS files Labor Certification with DOL. Processing times vary, but generally DOL adjudicates within 6 months.

- **H-1B**
  - OIS files I-129 with USCIS for adjudication within 2 weeks-6 months.