



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.



Joanna Snyder
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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.

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



QUICK LINKS

OIS Resources for IU Departments



OIS Events and
Programs
ois.iu.edu/connect



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



Departmental Hiring
and Hosting
ois.iu.edu/hosting



Scholar Guidebook
(PDF)
ois.iu.edu/scholarguide

J-1

Consult with OIS

Department contacts OIS to determine appropriate visa type.



Get ID

Department completes the Add New Person HRMS e-Doc for first-time visitors to get a new IU ID number.



Atlas

Department completes J-1 Application for a New Exchange Visitor form on Atlas.

J-1 Exchange Visitor Application

- Departmental Contact
- Applicant Information
- Dependent Information
- English Proficiency
- Program Information
- Financial Information
- Compliance Certificate

DS-2019

OIS processes application and sends DS-2019 to department to mail to scholar.



OIS Review

OIS reviews application and contacts department or visitor with any questions.



Visa Interview

Scholar schedules a visa interview and takes DS-2019, funding documentation, program invitation, and English proficiency evidence. Processing times vary based on location.



Arrival & Check-In

Scholar must report to OIS within 10 days of arrival in the U.S. and attend a mandatory orientation session where their immigration record will be validated.

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

H-1B

Consult with OIS

Department contacts OIS to determine appropriate visa type.



Get ID

Department completes the Add New Person HRMS e-Doc to get IU ID number.



Atlas

Department fully completes H-1B form in Atlas and submits.



OIS Review

Once form is submitted, allow 5 days for review.

LCA

OIS files a Labor Condition Application with DOL. Allow 7 days for processing.

If IU wage meets/exceeds DOL's prevailing wage, OIS will file Labor Condition Application within 3 days.

If IU wage is less than DOL's prevailing wage, OIS will contact department to discuss next steps.

Prevailing Wage

OIS submits a Prevailing Wage request to Department of Labor. Processing times vary with an average of 12 weeks.

Request for Evidence

Occasionally USCIS requests evidence from OIS. If this happens, we contact the department and/or employee if assistance is needed to respond to USCIS.

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.

IU department and employee receive a copy of the filed application via email.

USCIS Decision

Premium Processing: two weeks* | Regular Processing: varies*
OIS receives the final decision and notifies department and employee.

*Contact OIS for processing times.

PR

Atlas 

Department submits PR form in Atlas. OIS reviews case and makes a recommendation regarding processing.

OIS

OVPGC

Standard

Labor Certification

OVPGC works with department to re-advertise the position, documenting there are no qualified U.S. citizens or permanent residents for the position.

With a successful labor test, OVPGC files Labor Certification with DOL. Processing times vary, but DOL generally adjudicates within 6 months.

I-140

OVPGC files I-140 with USCIS for adjudication within 2 weeks-6 months.

 **I-485**

With approved I-140, employee files the I-485 petition with USCIS to adjust PR status if priority date is available. There is usually a back-log for applicants born in India or China. I-485 is generally adjudicated within 8-10 months.

Outstanding

I-140

OIS works with department and employee to document and establish that applicant is at the top of their field and known internationally for outstanding contributions to their field.

OIS files I-140 application with USCIS for adjudication within 2 weeks-6 months.

Special Handling

Labor Certification

OIS works with department/employee to document the initial advertising and hiring process.

OIS files Labor Certification with DOL. Processing times vary, but generally DOL adjudicates within 6 months.

I-140

OIS files I-140 with USCIS for adjudication within 2 weeks-6 months.



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