

H-1B Steps for International Faculty at Minnesota State University, Mankato

_____ **Initial contact made on potential international faculty hire**

Contacted by individual or department. Current visa situation identified, established plan/timeline to process appropriate visa option (e.g., H-1B, TN, J-1 Professor); create file

_____ **Collect documentation from individual and position offered**

_____ **Submit DOL Labor Condition Application (ETA 9035)**

Steps prior: (1) provide individual with copy with memo; (2) establish public access file; (3) notify bargaining representative

_____ **Submit I-129 with supplement/data collection training fee exemption forms, supporting documents**

Steps prior: (1) request separate checks of \$320 (I-129 fee) and \$500 (Fraud Prevention and Detection Fee) with additional \$1,000 and form I-907 if premium processing needed; (2) complete/review forms for signature; (3) include copies of all info on individual (résumé/CV, credentials/degree, visa/immigration documentation); (4) prepare cover letter to confirm petition contents; obtain signature

_____ **Receive receipt which has case number**

Provide to individual upon request. If H-1B is portable or an extension, update I-9 with proof of filing (for 280 day pending allowance to remain on payroll); can check on status of case via <https://egov.immigration.gov/cris/jsps/index.jsp>

_____ **Receive H-1B approval on I-797**

Steps after receiving original approval:

- *If in the U.S. with a change of status: (1) update I-9; (2) provide/collect tax residency form; (3) provide original I-797 with I-94 to individual, place copy in file; (4) provide university H-1B approval insert; (5) update info on international faculty spreadsheet*
- *If individual is presently out of U.S.: (1) copy I-797 for file, make arrangements with dept. to send original I-797, copy of entire H-1B petition, and letter verifying employment to individual for visa interview; (2) once individual enters U.S. in H-1B status, update/complete I-9 and copy I-94 for file; (3) provide/collect tax residency form; (4) provide MSU H-1B approval insert; (5) update info on international faculty spreadsheet*
- *If individual is extending/amending H-1B: (1) update I-9; (2) provide original I-797 with I-94 to individual, place copy in file; (3) update info on international faculty spreadsheet*