

Complete Request Received by OIS	HR Onboarding Date/ I-797 Start Date
11/11/2025	2/9/2026
11/25/2025	2/23/2026
12/9/2025	3/9/2026
12/23/2025	3/23/2026
1/6/2026	4/6/2026
1/20/2026	4/20/2026
2/3/2026	5/4/2026
2/17/2026	5/18/2026
3/3/2026	6/1/2026
3/17/2026	6/15/2026
3/31/2026	6/29/2026
4/14/2026	7/13/2026
4/28/2026	7/27/2026
5/12/2026	8/10/2026
5/26/2026	8/24/2026
6/10/2026	9/8/2026
6/23/2026	9/21/2026
7/7/2026	10/5/2026
7/21/2026	10/19/2026
8/4/2026	11/2/2026
8/18/2026	11/16/2026
9/1/2026	11/30/2026
9/15/2026	12/14/2026
10/6/2026	1/4/2027

* All start dates assume the premium processing fee is being paid to USCIS.

* If individual is located outside the U.S., start date will vary based on visa processing at the U.S. embassy or consulate abroad.

H-1B Temporary Nonimmigrant Workers in Specialty Occupations Basic Procedures – General Work Flow

Step 1: Information and Evidence Gathering

- Department and scholar complete e-forms, gather and prepare supporting documents, letters, fees, etc.
- Department submits full request in [Sunapsis](#).

Step 2: OIS Review, U.S. Department of Labor Process

- OIS reviews the request; communicates with department about any questions.
- OIS conducts a prevailing wage analysis.
- OIS does electronic Labor Condition Application (LCA) posting and submits LCA to U.S. Department of Labor.
- OIS prepares final H-1B petition; submits to USCIS.

Step 3: Petition Pending at USCIS

- If filed with premium processing fee, USCIS will adjudicate the petition within 15 business days.
 - If they require more information, USCIS will send a Request for Evidence (RFE), which will delay approval.
- Without premium processing, the processing time at USCIS is often lengthy.
- Receipt of the H-1B petition at USCIS allows current UMB H-1B employees to continue working (H-1B extension), and for H-1B employees at other employers to start work at UMB (H-1B transfer).

Step 4: H-1B Approval/Consular Processing Required if Scholar is Outside U.S.

- Upon approval, international employees (new or continuing) who held a different immigration status may start or continue work (H-1B Change of Status).
- For scholars outside the U.S., OIS sends the H-1B approval notice to their address abroad.
 - Scholar schedules visa appointment with U.S. Embassy/Consulate (not applicable to Canadian citizens).
 - U.S. Embassy/Consulate reviews application and issues visa stamp. Visa processing times can vary widely due to a variety of issues (i.e., staffing at U.S. embassy/consulate, background checks)

Step 5: Scholar Arrives at UMB/Begins work in H-1B Status

- Scholar may enter U.S. up to 10 days before H-1B start date.
- Scholar completes Form I-9 at HR Service Center within first 3 days of H-1B employment at UMB.