## **Division of International Affairs** Steps for Completing the MSU H-1B Visa Process Sponsoring Dept Chair interfaces with 1) Printed & signed H-1B worksheet Chair sends to Dean DIA regarding Signed appointment for approval for international letter, Provost 2) Signed appointment letter potential faculty's visa status approval & required 3) 2 paragraphs of proposed duties at international faculty documents sent to before completing MSU & professional background the Appointment DIA hire 4) Curriculum Vitae Request Form 5) Copies of doctoral & undergraduate degrees School/College Dean/chair makes 6) Degree transcripts contingent offer to Dean approves **Documents Required for H-1B Visa** potential faculty hire potential faculty hire & sends & sends to Provost **Appointment** for approval Request Form to Faculty Coordinator **Provost Office** Provost approves **Faculty Coordinator** DIA informs Provost, Chair informs potential faculty hire sends faculty candidate H-1B is Dean & and HR & hiring manager appointment letter not approved & they USCIS did not updates MEMS to to President for the are ineligible for hire approve H-1B visa 'Recommend to international hire International Certified LCA Affairs Labor Certification DIA sends Beneficiary received & all Application (LCA) Worksheet Form to Worksheet form documents sent to sent to Department "Beneficiary" (new used to complete USCIS by FedEx with of Labor (DOL) hire faculty) Form I-129 Memo 7 - 10 business days **OHR** requests Resources current visa from Human potential hire & OHR runs interfaces with DIA background check & the hiring manager President's Office President signs YES international faculty appointment letter International **New Faculty** New hire faculty "Beneficiary" **USCIS** approves & accepts offer & signs completes new hire faculty appointment letter Worksheet Form receives H-1B visa & contract