



Adopted: June 1, 2023

Edited – April 2025

PURPOSE

To establish guiding principles for hiring or sponsoring a foreign national on a J-1 or H-1B visa. These guidelines are intended to streamline a time-sensitive process, ensuring that each step is completed accurately and efficiently to minimize delays in approval. All procedures outlined will be followed in compliance with the university's policies.

These guiding principles will:

- Provide a step-by-step process and outline required documentation for each visa type
- Identify the parties involved responsible and define their roles in the process
- Outline circumstances that require a new, amended, extended, or updated visa
- Include web links and detailed information on required forms, associated fees, and expected timelines
- Detail procedures for departure or termination of employment
- Provide a brief overview of the process for obtaining Permanent Residency

This process will be applied consistently with the university's policies and the guidelines provided by the U.S. Department of State, U.S. Citizenship and Immigration Services (USCIS), and other relevant regulatory agencies. [Talent Immigration](#).

DEFINITIONS

Term	Definition
J-1 Visa	The J-1 Exchange Visitor Visa is intended for individuals participating in educational and cultural exchange programs authorized by the U.S. Department of State, Bureau of Educational and Cultural Affairs. This visa category is designed to foster the exchange of knowledge, skills, and expertise in the fields of education, arts, and sciences. Eligible participants may include professors teaching or conducting research at institutions of higher education, research scholars, and international visitors engaged in activities such as consulting, observing, conducting research, or sharing specialized knowledge and skills.
H-1B Visa	The H-1B is a nonimmigrant visa category that permits foreign nationals to work in the United States in specialty occupations requiring theoretical or technical expertise. Initially granted for a period of up to three years, the H-1B status may be extended for a maximum total duration of six years. At Ohio State University, the H-1B sponsorship process is generally offered to individuals who are expected to continue their employment with the university for six months.
Labor Condition Application (LCA)	An application filed by a U.S. employer on behalf of a foreign national worker seeking certain types of nonimmigrant work visas, such as the H-1B. The employer is required to submit a Labor Condition Application (LCA) to the U.S. Department of Labor (DOL) prior to hiring the worker. The LCA outlines key employment conditions, including wage levels and working conditions, to



	ensure the employment of the foreign worker does not adversely affect the U.S. labor market. The LCA must be certified by the DOL before the employer can proceed with filing the H-1B petition.
U.S. Citizenship and Immigration Services (USCIS)	USCIS is the federal agency responsible for overseeing lawful immigration to the United States. It administers the nation's immigration system, processes visa petitions, naturalization applications, asylum and refugee requests, and ensures the integrity and security of the immigration process.

FORMS

Form	Definition
J-1 Intake	This form is required to initiate the J-1 visa process. It collects essential information about the candidate and the sponsoring department, which is necessary for Global Services and the Office of International Affairs (OIA) to generate the DS-2019 form for the prospective visiting scholar or exchange visitor.
English Verification	The U.S. Department of State (DOS) requires J-1 program sponsors to verify that prospective exchange visitors possess sufficient English language proficiency. This ensures that participants can effectively engage in their academic or professional activities and navigate daily life while at the university.
Form DS 2019	The Form DS-2019 is an official document that identifies the exchange visitor and the designated program sponsor. It provides a summary of the exchange program, including the start and end dates, the exchange visitor category, and an estimate of the program's total cost. Ohio State University (OSU) issues the DS-2019 to visiting scholars, which they must use to apply for a J-1 visa at a U.S. Embassy or Consulate in their home country.
H-1B Intake	This form is required to initiate the H-1B visa process. It collects essential candidate and department information, allowing Global Services to begin processing the request.
Department Agreement Form (H-1B Intake Continued)	To sponsor an employee for H-1B nonimmigrant worker status, the Ohio State hiring department is responsible for ensuring compliance with all applicable guidelines and governmental regulations throughout the process and beyond. This form serves as confirmation that the department agrees to adhere to these regulations.
Export Control Form	USCIS requires all applicants to indicate whether the work being performed is subject to U.S. Export Controls. The Export Control Form ensures that the applicant complies with these restrictions and verifies that the necessary regulations are being followed.
Actual Wage Worksheet	The U.S. Department of Labor (DOL) mandates that wages paid to international workers must not undercut or negatively impact the wages of U.S. workers. As such, an H-1B employee cannot be the lowest-paid individual among peers with comparable experience and qualifications without a valid, documented justification. This form serves to verify that the employee is being compensated fairly and equitably in accordance with university standards and federal regulations.
Letter of Support addressed to USCIS	For all non-faculty positions in which H-1B sponsorship is being requested, a letter of support is required on official departmental letterhead. This letter must be authored by the department chair or the employee's direct manager



	and must confirm that the employee possesses the appropriate degree level and relevant experience as outlined in the approved position description.
--	---

VISA Process

J1 Visa

1. **Completion of Required Forms**

The Faculty Sponsor receives and completes the J-1 Intake Form and English Proficiency Verification Form.

2. **Routing for Signatures**

Once the J-1 Intake Form is complete, it is routed via DocuSign to the following parties for signatures:

- Faculty Sponsor
- Department Finance Officer
- EHE HR Business Partner

3. **Submission to Global Services**

An HRConnection ticket is submitted to Global Services. The ticket must include:

- Completed J-1 Intake Form
- English Proficiency Verification Form
- Scholar's current CV

4. **Processing by Global Services**

Upon receipt, Global Services assigns the request to a coordinator who will follow up with:

- HRC (Human Resources Consultant)
- Department Finance Officer
- Faculty Sponsor

Additionally, the department must complete a financial requisition for the J-1 visa fee using the following details:

- Requisition Type: Non-Catalog
- Request Service
- Supplier: OIA – International Students & Scholars

5. **Visa Application Submission by Scholar**

The Visiting Scholar is notified to complete their visa application through the Office of International Affairs (OIA) IntBuckeye portal to initiate review and approval by the U.S. Department of State.

6. **Issuance of DS-2019 and Visa Scheduling**

Upon approval:

- The Global Services Coordinator will guide the Visiting Scholar through the next steps.
- The Form DS-2019 will be created and sent via UPS to the scholar's home address, along with travel and arrival instructions.
- The scholar must schedule a visa appointment with a U.S. Embassy or Consulate in their home country to obtain the J-1 Visa.

7. **Arrival and Onboarding**

Upon arrival, a guest account must be created for the Visiting Scholar to provide access to university systems and resources.



H-1B Visa

1. Completion of H-1B Intake Form

The Faculty Sponsor or Manager completes the required H-1B Intake Form to begin the sponsorship process.

2. Routing for Signatures

The completed H-1B Intake Form is sent via DocuSign to the following parties for approval:

- Faculty Sponsor or Manager
- Department Finance Officer
- EHE HR Business Partner

3. Submission to Global Services

An HRConnection ticket is submitted to Global Services, including the signed H-1B Intake Form.

4. Distribution of Petition Materials

Global Services will send the H-1B petition materials to be completed by the Faculty Sponsor/Manager and the foreign national (employee). Materials include:

- PDF of the Approved Requisition
- Department Agreement Form
- Export Control Form
- Actual Wage Worksheet
- Approved Position Description
- Letter of Support addressed to U.S. Citizenship and Immigration Services (USCIS)

5. Review by Global Services

All completed petition materials are returned to Global Services for review to ensure accuracy and compliance with federal regulations.

6. Prevailing Wage Determination & Labor Condition Application (LCA)

- Global Services submits the position description to the U.S. Department of Labor (DOL) to determine the prevailing wage.
- If the offered wage meets or exceeds the prevailing wage, Global Services prepares and submits the Labor Condition Application (LCA).
- The LCA must be posted for 10 business days at all worksite locations where the foreign national will be employed.

7. Petition Submission to USCIS

Global Services completes the Form I-129 and compiles the certified LCA with all supporting documentation.

The full H-1B petition package is sent to USCIS via express mail.

8. Petition Approval and Visa Stamping

Once USCIS approves the petition, the approval notice is sent to Global Services, who forwards the documents to the foreign national/employee.

If the individual is outside the United States, they must schedule an appointment at a U.S. Consulate or Embassy to obtain their H-1B visa stamp.

NOTE: The estimated processing time for H-1B petitions filed with the standard USCIS processing fee is approximately 8 to 11 months. For expedited review, the Faculty Sponsor or Manager may opt to pay an additional Premium Processing Fee, which guarantees a decision from USCIS within 15 calendar days. Premium Processing only accelerates USCIS review and does not expedite the internal steps required prior to submission, such as departmental approvals, documentation, or wage determinations.



FEES

For information on fees associated with processing new visas, extensions, amendments, or changes in status, please refer to the [OIA website](#) or contact the **Office of International Affairs (OIA)** for the most current and detailed breakdown of applicable charges.

EXTENSIONS

J1 Visa

1. Submit HRConnection Ticket

An HRConnection ticket is submitted to Global Services to initiate the J-1 extension request.

2. Request Assignment and Follow-Up

Once received, Global Services assigns the request to a **coordinator**, who will follow up with the following individuals:

- Human Resources Consultant (HRC)
- Department Finance Officer
- Faculty Sponsor

Note: Please include a brief explanation in the ticket if there are any changes to the scholar's **funding** source, pay rate, or position, and provide supporting details as needed.

3. Scholar Invitation to Submit Information

Global Services will invite the scholar to complete their J-1 extension information through the International Buckeye Electronic Portal.

4. Processing the Extension

Global Services reviews the submitted information, processes the J-1 extension, and generates a new Form DS-2019.

5. Notification of Document Availability

Once the updated DS-2019 is ready, Global Services will notify the department and the scholar by email that the document is available for pickup.

H-1B Visa

An H-1B petition for an extension or for any changes to the employee's position (such as title, duties, work location, or salary) requires the same procedures and documentation as the original H-1B petition. This process typically takes 4 to 7 months to complete. To avoid gaps in employment authorization, the request should be submitted to HRConnection at least 8 to 10 months prior to the expiration date of the current H-1B petition.

DEPARTURES

Several weeks before a visa-holder's employment appointment is ending and/or they are preparing to depart Ohio State, the scholar should submit a [Departure Request](#) through HRConnection. Upon receipt, **Global Services** will initiate the formal departure process through the OIA IntBuckeye portal. For more detailed guidance, please refer to the [OIA's website sections on departures](#) for additional information.

ROLES AND RESPONSIBILITIES

Role	Responsibilities
Visiting Scholar/ Foreign National	<ul style="list-style-type: none">• Complete all required visa application forms, with guidance from their Ohio State University faculty sponsor or manager.• Submit any requested information through the IntBuckeye Portal.



J1/H-1B Visa Guidelines

	<ul style="list-style-type: none">Once all documentation is finalized, schedule a visa appointment with their respective U.S. Embassy or Consulate to obtain approval for travel to the United States.
Sponsor/Manager	<ul style="list-style-type: none">Collaborate with the Visiting Scholar or Foreign National to complete the required forms and provide necessary funding information.Submit the completed application forms to the Human Resources Consultant (HRC) for processing.Work with the Department Finance Officer to create a payment requisition for the visa processing fees.
HR Global Services	<ul style="list-style-type: none">Collects the required paperwork and provides support throughout the visa process.Submits application materials to the U.S. Department of Labor (DOL) and U.S. Citizenship and Immigration Services (USCIS).Provides the foreign national with approved visa documents and detailed instructions on how to complete the process.
Department HRC	<ul style="list-style-type: none">Creates an HRConnection ticket to Global Services to initiate the visa process.Ensures all required forms and information are completed, signed, and ready for submission.Posts the Labor Condition Application (LCA) Notification in the two designated areas for 10 business days.Creates a Guest Account for the foreign national after visa approval and prior to their arrival at the university.
Finance Officer	<ul style="list-style-type: none">Collaborates with the manager to ensure that sufficient funds are available for the visa fee(s).Assists with the creation and approval of the payment requisition within Workday.