HOSTING AND HIRING INTERNATIONAL SCHOLARS

UNIVERSITY OF NOTRE DAME | INTERNATIONAL STUDENT & SCHOLAR AFFAIRS

International Scholars

International scholars are faculty, postdocs, researchers, and staff who are not enrolled full-time as a student at the university. International scholars may be paid or unpaid. International employees are also international scholars, but are always employed and paid by the university.

Our Scholar Advising Team

The Scholar Advising Team within International Student and Scholar Affairs (ISSA) is your primary resource for all matters related to US immigration regulations. We are here to help with all of your US immigration issues, questions, and more, including:

- Recommendation of visa type to be offered following your completion of our Immigration Request Form
- Immigration documents for scholars and their dependent family members
- Advice on US immigration regulations
- Assistance with adjustment concerns; information about programming and other campus resources

ERIN CLARK
Employment Immigration Manager

CYNTHIA REEVES
Senior Scholar Immigration Specialist

We also host events and ongoing programs to support a scholar's transition to Notre Dame and American culture. Find details at **issa.nd.edu/about**.

J-1 Exchange Visitors

J-1 Exchange Visitors are professors and researchers (3 weeks-5 years) or short-term scholars (1 day-6 months) invited for research, teaching, or collaborating. The purpose of the Exchange Visitor Program is to increase mutual understanding between US citizens and people of other countries through educational and cultural exchange. Average processing time is 2 months.

H-1B Employees

H-1B Employees are faculty, researchers, or staff holding positions that require a bachelor's degree or higher in a specific field (up to 6 years). Average processing time is 3-6 months.

Other (TN, E-3, O-1)

There are several other statuses for employment that are less common. ISSA will suggest one of these statuses if appropriate. Average processing time varies by visa type, but in general takes 3-6 months.

B-1/WB or B-2/WT Visitors

While not scholars, short-term visitors may enter the US in business (B-1/WB) or tourist (B-2/WT) 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. Honorarium may be permitted if the visitor will participate at Notre Dame for 9 days or less and the visitor has not accepted payment from more than 5 US entities in the previous 6 months. Expense reimbursement is permitted only for B-1/WB visitors.

ISSA RESPONSIBILITIES

- ❑ Advise on visa type
- ❑ Prepare, obtain, maintain visa document
- ❑ Offer J-1 Mandatory Scholar Welcome & Information Session
- ❑ Advise on immigration regulations
- ❑ Monitor compliance (wage paid, health insurance, etc.)
- ❑ Monitor changes in policy and law
- ❑ Provide travel and visa stamp advice
- ❑ Provide information about ways to engage with the community

DEPARTMENT RESPONSIBILITIES

- ❑ Complete ISSA's Immigration Request Form for new hires and extensions
- ❑ Obtain NDID#
- ❑ Complete ISSAlink form as advised
- ❑ Provide support for arrival (transportation, housing, etc.)
- ❑ Provide university onboarding
- ❑ Provide information about ways to engage with the community
- ❑ Report employment changes (dates, worksite address, duties, title)
- ❑ Request extensions 3-6 months in advance

J-1

Consult with ISSA

Department submits ISSA's Immigration Request Form to determine appropriate visa type

Obtain NDID#

HR Appointments: Hiring Manager or HR Talent Acquisition can move the employee's status to "hired" in jobs.nd.edu; NDID will be issued once employee moved to hired status. Manager can find NDID by searching for the employee in Personnel Actions at pa.nd.edu.

Office of Postdoctoral Affairs Appointments: Contact the Office of Postdoctoral Affairs; NDID will be issued once the appointee's information has been moved to hired status. The department administrator will receive the NDID via email.

Office of the Provost Appointments: Upload the signed appointment letter to OnBase to start the background check process; the department administrator will receive email notification once the background check is complete. The department administrator can login to OnBase to locate the NDID.

ISSAlink

Department completes Start New J-1 Scholar Application form in ISSAlink

ISSA Review

ISSA reviews application and contacts department with any questions

DS-2019

ISSA processes application and sends DS-2019 electronically to incoming scholar and department with next-step instructions

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 electronically complete their New J-1 Scholar Check-In within three days of arrival to the US and register to attend a mandatory online Scholar Welcome & Information session within their first two weeks on campus; their immigration record will be validated within three days of completing the New Scholar Check-In

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

H-1B

Consult with ISSA

Department submits ISSA's Immigration Request Form to determine appropriate visa type

Obtain NDID#

HR Appointments: Hiring Manager or HR Talent Acquisition can move the employee's status to "hired" in jobs.ND; NDID will be issued once employee moved to hired status. Manager can find NDID by searching for the employee in Personnel Actions at pa.nd.edu.

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ISSAlink

Department completes H-1B Employee Form in ISSAlink

ISSA Review

Once form is submitted, allow one week for review

Prevailing Wage

ISSA determines the Department of Labor (DOL) Prevailing Wage

If ND wage meets/exceeds DOL's prevailing wage, ISSA will file a Labor Condition Application within 3 days.

If the ND wage is less than DOL's prevailing wage, ISSA will contact the department to discuss next steps.

LCA

ISSA files a Labor Condition Application with DOL. Allow 2 weeks for processing.

H-1B Processing

ISSA contacts department or employee for additional information.

ISSA assembles draft H-1B application and it is sent to the department and employee for review. Once approved for mailing, ISSA requests a mailing label from the department and mails the H-1B application to USCIS. Allow one week for processing.

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

Request for Evidence

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

USCIS Decision

Premium processing: two weeks*
Regular Processing: 2+ months*

ISSA receives the final decision and notifies department and employee

*Contact ISSA for processing times

PR

ISSAlink

Department submits Request to Initiate PR Process form in ISSAlink. ISSA reviews case and recommends one of the following four paths to permanent residency.

Standard PERM
EB-3 / EB-2

Prevailing Wage
A prevailing wage request is filed with the Department of Labor (DOL). Processing times vary, but DOL generally adjudicates within 6-9 months.

Advertising
ISSA works with the department to advertise the position, documenting there are no qualified US citizens or permanent residents for the position. Takes 4-6 months.

Labor Certification
With a successful labor test, external counsel files a Labor Certification with the DOL. Processing times vary, but DOL generally adjudicates within 15-18 months.

I-140
External counsel files I-140 with USCIS for adjudication within 3 weeks to 6 months.

Outstanding OR
EB-1B

I-140
External counsel files I-140 with USCIS for adjudication within 3 weeks to 6 months.

National Interest Waiver NIW
EB-2

I-140
External counsel files I-140 with USCIS for adjudication within 3 weeks to 6 months.

Special Handling PERM
EB-2

Prevailing Wage
A prevailing wage request is filed with the Department of Labor (DOL). ISSA works with the department to document the initial advertising and hiring process. Processing times vary, but DOL generally adjudicates within 6-9 months.

Labor Certification
External counsel files a Labor Certification with the DOL. Processing times vary, but DOL generally adjudicates within 15-18 months.

I-140
External counsel files I-140 with USCIS for adjudication within 3 weeks to 6 months.

I-485
With an approved I-140, the employee files an I-485 petition with USCIS to adjust to PR status if their priority date is available. There is usually a backlog for applicants born in India or China. The I-485 is generally adjudicated within 12-15 months. When the I-485 is approved, the permanent resident card (green card) is issued.

Special Handling Re-Recruitment

Draft Ad

Department drafts the position advertisement to be placed in Interfolio; send ad to ISSA for review.

Place Ad

Department places the approved advertisement publicly in Interfolio for 45 days.

Prevailing Wage

External counsel files a Prevailing Wage Request with the U.S. Department of Labor. Processing time varies; average is 6 months.

Review Applications

Department forms a Search Committee and receives applications for the position. Department conducts interviews if similarly qualified applicants are identified.

Document Process

Department documents reasons that other applicants are less qualified by completing Final Report of the Search Committee and Written Summary of the Recruitment Efforts template letters (ISSA provides template letters).

Re-select

One month after application acceptance end date, department can re-select the employee by issuing a PERM Re-Selection letter (ISSA provides template letter).

Post Internally

Internal Posting is provided to the department; department must be post for 10 business days on bulletin board where FLSA/OSHA/FMLA notices are posted within the department.

Labor Certification

After the Prevailing Wage Determination is issued and once 30 days have passed since the removal date of the internal posting, external counsel can file the labor certification application. Processing time varies; average is 12 months.

I-140

After the labor certification application is approved, external counsel files an I-140 petition with USCIS. Processing times vary; premium processing takes 15 days.

I-485

When the I-140 petition is approved, the employee files an I-485 application with USCIS to adjust to PR status if their priority date is available. There is usually a backlog for applicants born in India or China. When the I-485 application is approved, the permanent resident card (green card) is issued.

Notes

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Updated March 2026. For the most updated version of this guide, please visit issa.nd.edu/departments/scholars-employees.

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