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| New International Employee Hires (H-1B, TN, E-3, O-1) |
| **From EJMS Job Posting to Request Visa Assistance (After Offer)**  |
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|  | Recruitment (as required per PSU policy)Initiate Hire in Workday noting in Comments: International Hire – requesting DOB, PSU ID#, Offer Letter and to Initiate Background ChecksEJMS Posting / External Ads (as required per PSU policy)Complete **Faculty Advising: Visa Inquiry/New Offer Notification** eForm in iStartProvides Dept. Contact the Notice of Filing Instructions (TTR only), Estimated Timeline(s) and Directs to Complete the **Faculty Advising: H1B, TN, E3, O1** eForm groupProvides Prospective Employee Instructions on Next Steps and Shares Estimated Timeline(s) for Visa and PR Processes (as applicable) Prospective Employee is 2nd Approver - Asked to Provide Initial Info/PassportAdviser Determines Visa Status and Develops Estimated Timeline(s)**Initial Review****By Adviser** |  |
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|  | Assign Case to International Faculty Adviser |
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|  |  |  |  |  | International Faculty Advising Prospective Employee |
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Contact RE: Missing/Needed Information and/or Documentation

**Initial Review**

**By Faculty Advising Admin. Asst.**

Department/HR Service Center