

| GENERAL PROCESS OVERVIEW | | | | | |
|--------------------------|---|--|--|--|---|
| | #1 | #2 | #3 | #4 | #5 |
| | Preliminary Process | Case Initiation | Case Processing | Post-Approval / Arrival to US | Post Arrival and Beyond |
| WHO | EMPLOYEES: TADI; Applicant; Hiring Manager; Visa Office ("VO"); VISITORS: Visitor, Fermilab Point of Contact, FNAP group | VO; Applicant/Visitor | VO; Applicant/Visitor | VO; Applicant/Visitor | VO; Applicant/Visitor |
| TIMELINE | Ideal Timeline: 1 - 2 weeks | Ideal Timeline: 1 - 2 weeks for complete information gathering | Ideal Timeline: Case processing 1 - 2 weeks | 2 weeks - 6 months for visa stamp issuance | 1 - 3 days after start date |
| TASKS | VO is notified of either new hire (by TADI), or a new visit (by FNAP). | VO initiates a case in the case management system. | VO completes the necessary process, depending on the visa type. | VO sends the original visa paperwork to the applicant abroad; they use it to apply for the visa stamp at a US Consulate | On the first day of employment/visit, VO reviews applicant's documents and completes the steps necessary for lab access |
| TASKS | VO contacts the applicant/visitor to obtain initial info. | Applicant/Visitor provides complete information and documents | VO either mails the visa paperwork to the Applicant/Visitor OR submits for USCIS adjudication. | Visa stamping may take 2 weeks - several months, depending on the country of origin, time of year, and other applicant related issues. | VO updates the case management system with the applicant's expiration date and the reminder to initiate extension of status/end the visit |
| TASKS | VO reviews the preliminary info and determines the correct visa category. | VO reviews info provided by applicant and requests missing items | Applicant/Visitor follows the Visa Application Process to obtain a Visa stamp. | Applicant arrives in the US. | Employee keeps VO advised of any foreign travel requiring a new visa stamp |
| TASKS | | | | | After each travel abroad, Employee uploads the new I-94 document to their case management profile for VO review. |