

**International individual is offered employment and receives an official USF offer letter.**



USF internal approval forms are completed, signed, and sent to OIS.



OIS connects the department with the USF Designated Counsel/law firm.



I-129 is completed, signed, and filed with USCIS.



Labor Condition Application is filed with Dept of Labor - 7-10 day process.



Law firm collects data from the employee and department.



Petition is approved by USCIS.



Original approval notice and copy of petition sent to the employee. (OIS receives copy for public access files).



If the employee is outside the US, they obtain visa stamp from US Embassy and then enter US.



**Employee begins employment at USF following HR Right Start.**