

University at Buffalo
Office of Graduate Medical Education (OGME)
Procedure for Processing H-1B Initial Sponsorship

Forms may be downloaded from:

http://www.smbs.buffalo.edu/GME/Directors_Forms.php

1. Match day: **Resident** and program are notified that the resident has matched into the training program and the decision has been made that H-1B sponsorship will be required;
2. Contract is signed by **resident and program director**;
3. **Resident** completes and signs the H-1B Questionnaire and returns it, along with all required documentation listed on the *H-1B Checklist for Medical Residents* and *UB GME H-1B Processing Request Form* and payment, if required, to the **program administrator**;
4. **Program Administrator** assembles the packet in order according to the checklist, ensuring correct and complete information is included, and forwards entire packet to **OGME**;
5. Completed packets should be forwarded to the OGME as soon as possible (not to exceed 7 months prior to anticipated start date) and at least 10-12 weeks prior to anticipated start date;
6. **Premium Processing** fees must be paid by the party requesting the premium processing. Residents may request premium processing for personal reasons and must include an explanation of the reason for their request along with payment. Applications submitted to OGME less than 10 weeks prior to the anticipated start date should consider this option. **Programs** may request premium processing at the expense of the program/department.
7. **OGME** reviews H-1B petition packet for completeness and forwards to UB Immigration Services;
8. **UB Immigration Services** processes all communication regarding the petition through **OGME**;
9. **UB Immigration Services** sends receipt and approval notices to **OGME and resident**. A copy is maintained in the OGME file and sent to **Program Administrator**;
10. **Program Administrator** to copy notices for resident file;
11. **NOTE: It is the responsibility of the RESIDENT to maintain visa status and notify employer and Department of Homeland Security of all address changes within 10 days of moving.**