

Hiring an International Postdoc

Six stages from the PI's posting request to visa approval and start: a swimlane by office and a decision tree for the visa path.

PI / search committee

Department / HRA

School Finance

Postdoc Office

VISA Office

Candidate & agencies

◇ Decision / approval

● Start / end

----- Sent back for revision

APPOINTMENT TERM

1 year, renewable up to 5 years

J-1 CAP

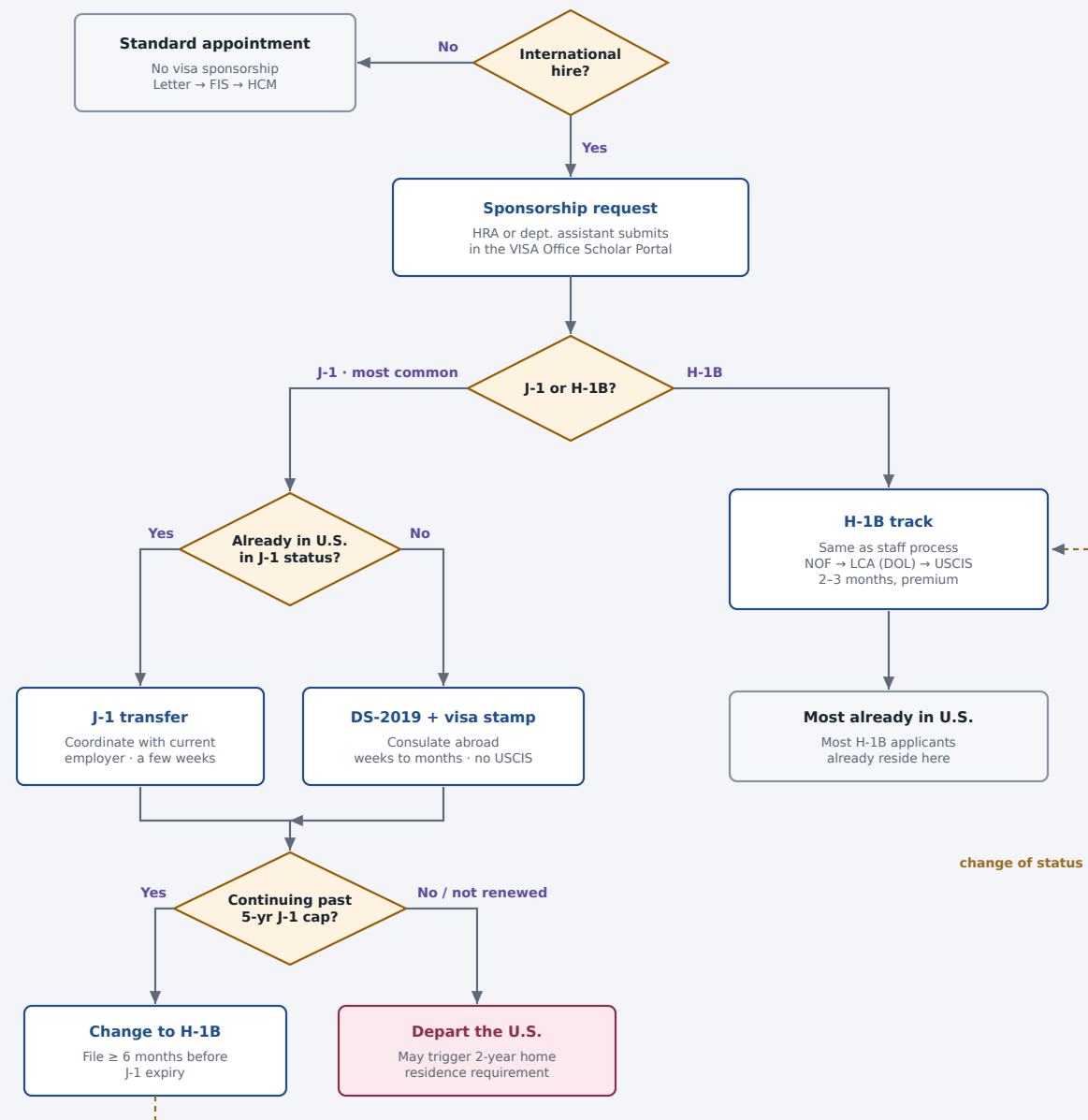
5 years; change to H-1B ≥ 6 months before expiry

HIRING CYCLE

Continuous 12 months; peaks June, July, January

Which visa path applies?

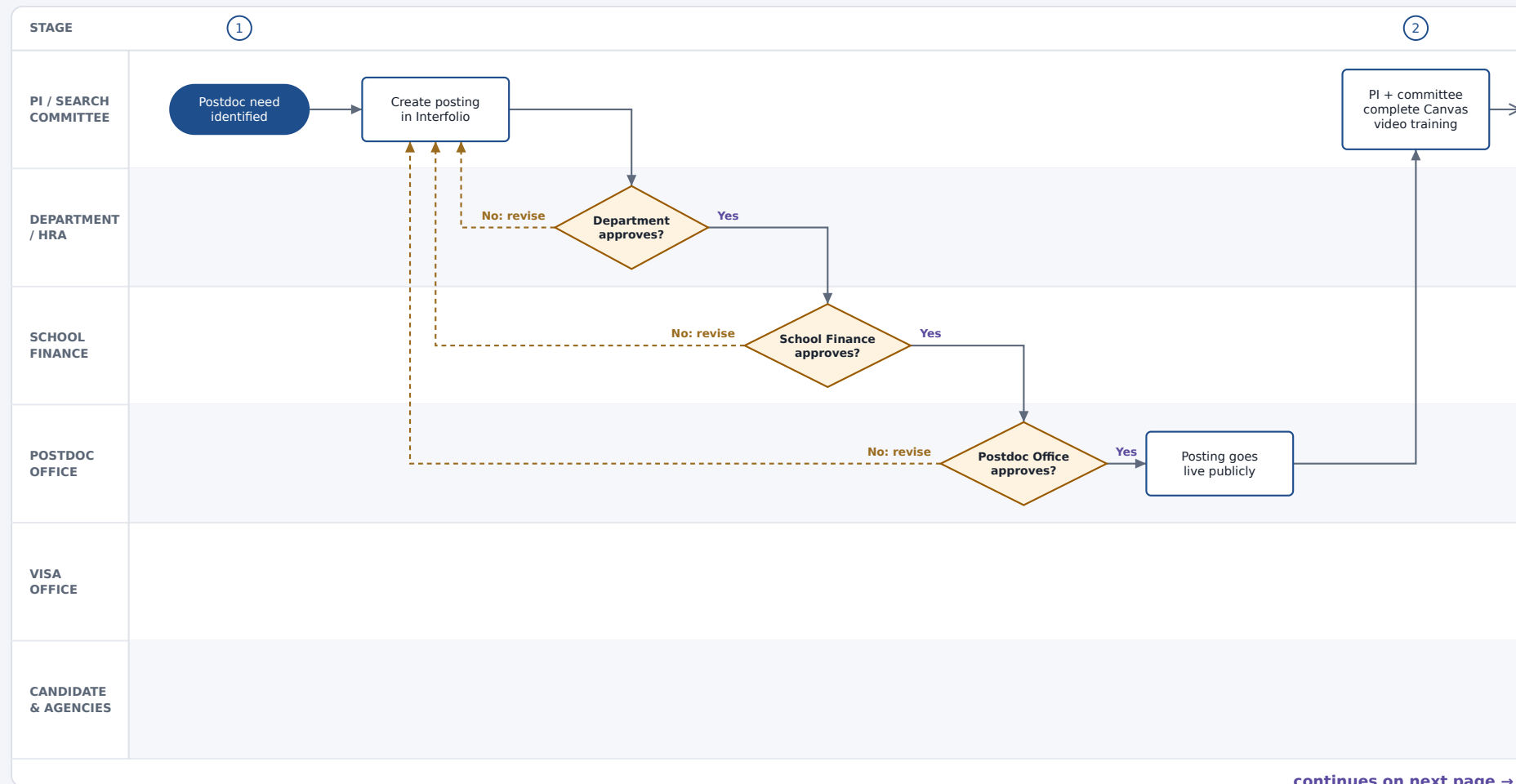
Answer these questions once a candidate is selected to know which track the hire follows.



Workflow PART 1 OF 5

Stage 1 • Requisition & posting → Stage 2 • Training

Each row is an office; each shape sits in the lane of whoever does it. Diamonds are decisions. Dashed amber arrows send work back for revision. Numbers along the top mark where each stage begins.

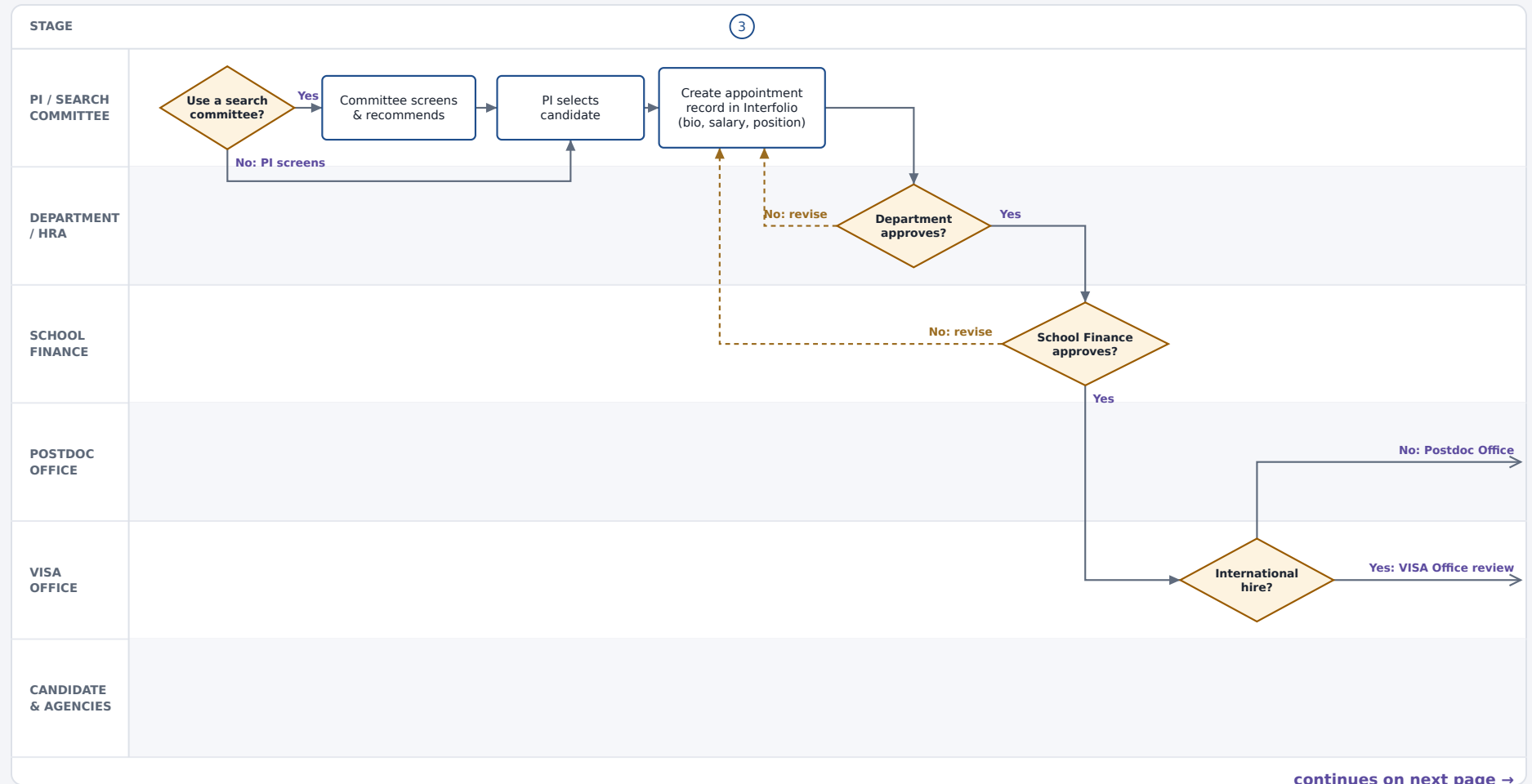


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Workflow PART 2 OF 5

Stage 2 • Selection → Stage 3 • Appointment routing

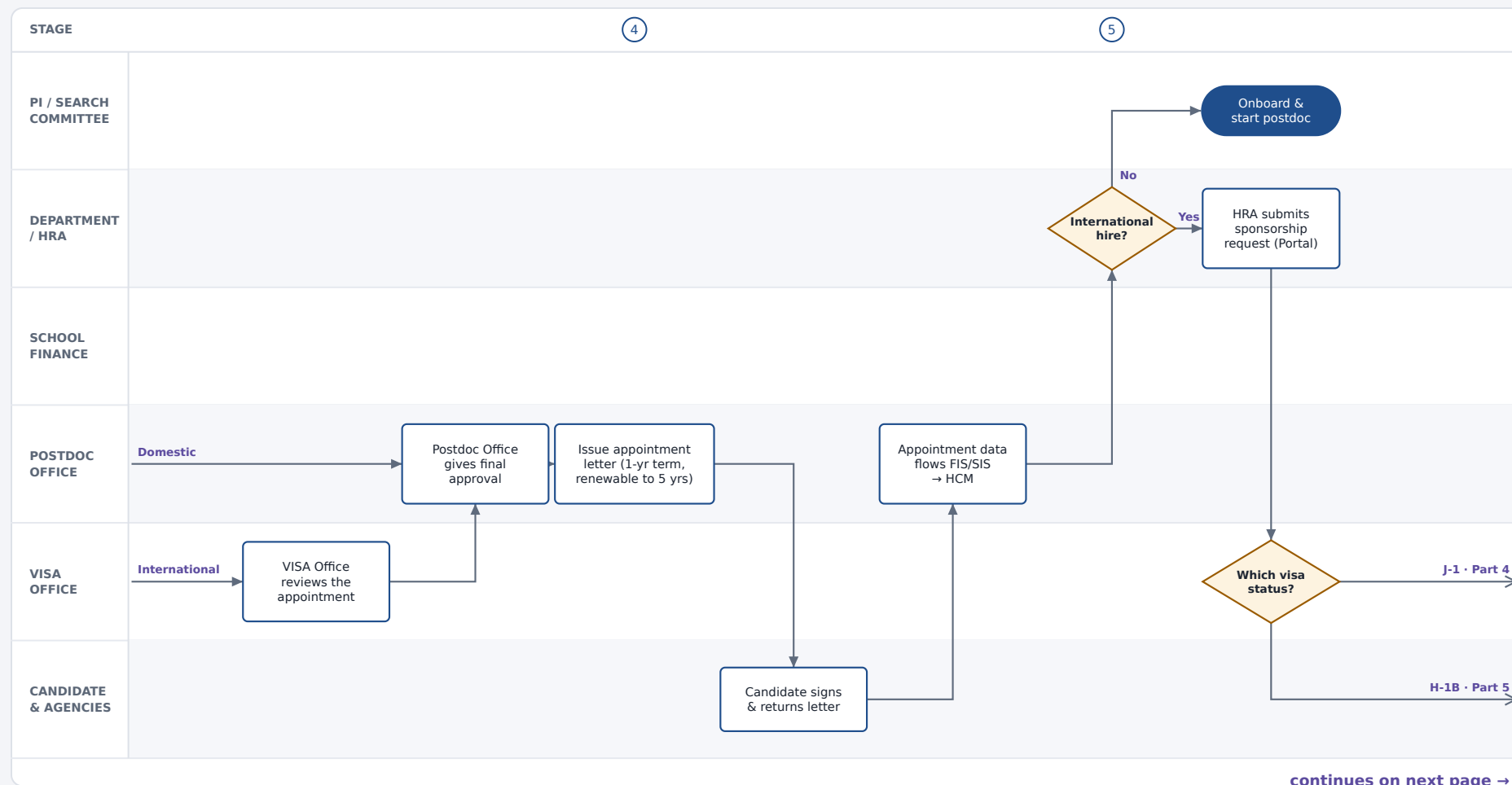
Each row is an office; each shape sits in the lane of whoever does it. Diamonds are decisions. Dashed amber arrows send work back for revision. Numbers along the top mark where each stage begins.



Workflow PART 3 OF 5

Stage 3 • Final approval → Stage 4 • Letter & systems → Stage 5 • Sponsorship

Each row is an office; each shape sits in the lane of whoever does it. Diamonds are decisions. Dashed amber arrows send work back for revision. Numbers along the top mark where each stage begins.

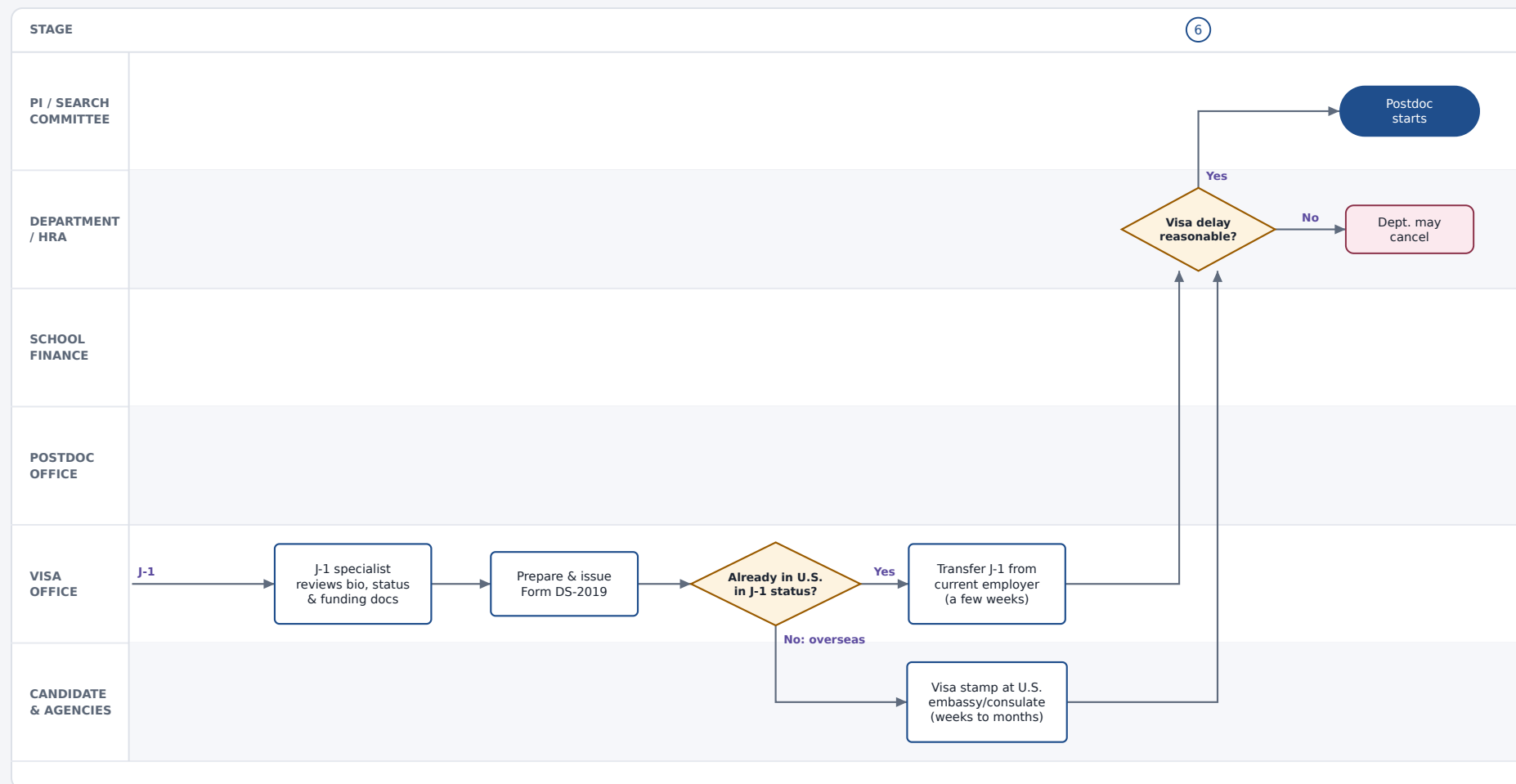


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Workflow PART 4 OF 5

Stage 5 · J-1 track → Stage 6 · Start

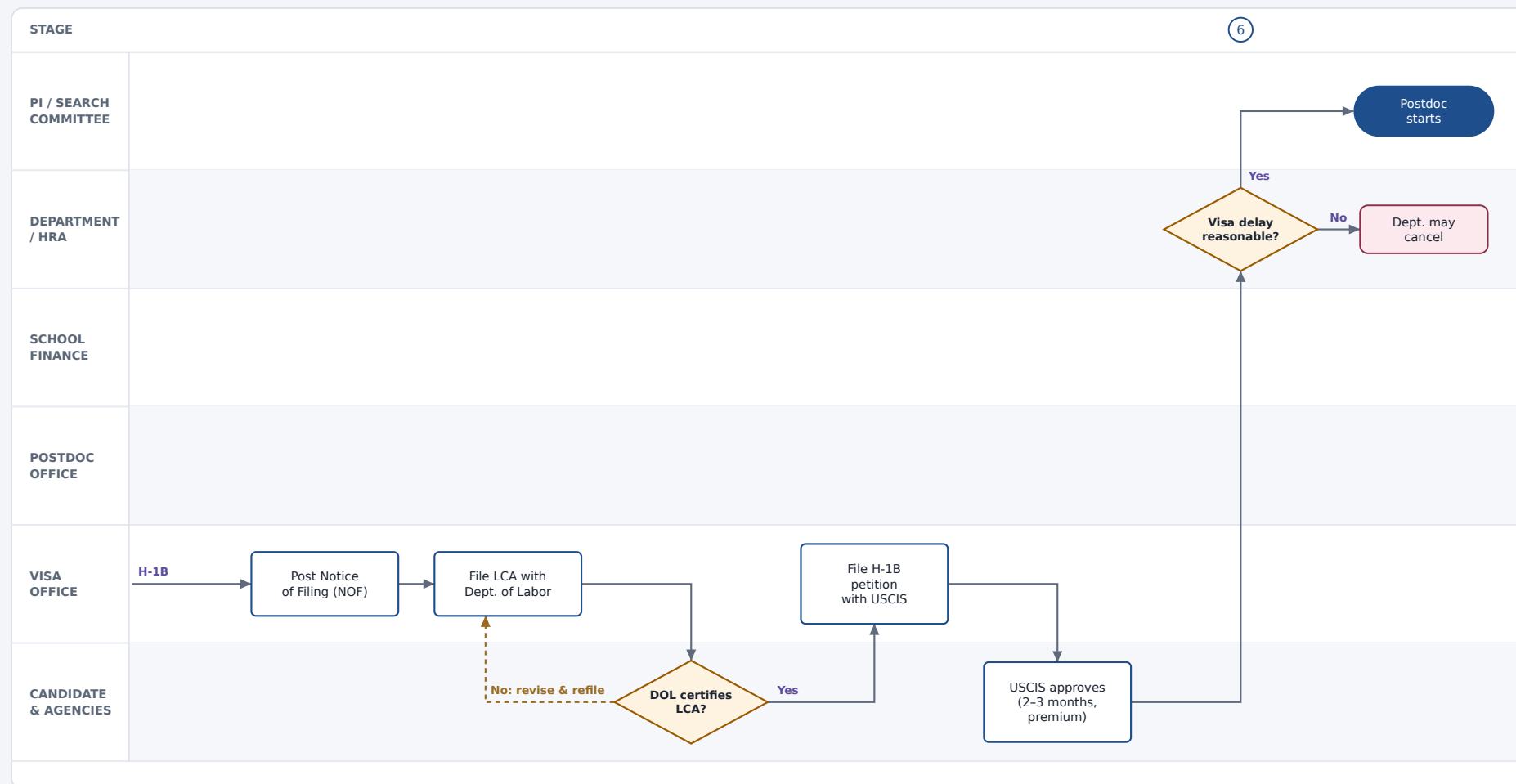
Each row is an office; each shape sits in the lane of whoever does it. Diamonds are decisions. Dashed amber arrows send work back for revision. Numbers along the top mark where each stage begins.



Workflow PART 5 OF 5

Stage 5 • H-1B track → Stage 6 • Start

Each row is an office; each shape sits in the lane of whoever does it. Diamonds are decisions. Dashed amber arrows send work back for revision. Numbers along the top mark where each stage begins.



Visa timelines

Approximate, as given in the source. Start dates can slip several months for visa issues.

J-1 transfer (already in U.S.)	A few weeks
J-1 from overseas (consular)	A few weeks to a few months
H-1B (premium processing)	2–3 months
J-1 → H-1B change of status	File ≥ 6 months before J-1 expiry

Benefits by postdoc type

	POSTDOC SCHOLAR	POSTDOC FELLOW
Paid parental leave	Yes	Yes
FMLA leave	Yes	No
All benefits offered to staff	No	No
Retirement	Own contributions only; no university funding	Own contributions only; no university funding
Benefits provider	Gallagher Benefit Services	Gallagher Benefit Services
Level of benefits	Depends on funding source	Depends on funding source

Exceptions and points to confirm

- **Declined approvals** aren't covered in the source. This workflow shows postings and appointment records going back for revision when the Department, School Finance or Postdoc Office says no.
- **Who creates the appointment record** in Interfolio isn't named; the chart places it with the PI.
- **Who chooses J-1 vs. H-1B** isn't stated. J-1 is the most common status for postdocs; the chart puts the call with the VISA Office.
- **Scholar benefits wording conflicts.** One line says Postdoc Scholars get standard staff benefits; the note says neither Scholars nor Fellows get all staff benefits. The table follows the note.
- **Unreasonable delay** has no defined threshold; departments may cancel when a visa delay runs too long.
- **H-1B timing** is given only for premium processing (2–3 months).

Source: "H-1B Non-US Citizens & Faculty (Postdocs) Process," Offices of the Provost, Office of Postdocs, Human Resources, and VISA Office, October 12, 2026.