## General Process Overview

<table>
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<tr>
<th>Preliminary Process</th>
<th>Case Initiation</th>
<th>Case Processing</th>
<th>Post-Approval / Arrival to US</th>
<th>Post Arrival and Beyond</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WHO</strong></td>
<td>VO; Applicant/Visitor</td>
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</tr>
<tr>
<td><strong>WHO</strong></td>
<td>VO is notified of either new hire (by TADI), or a new visit (by FNAP).</td>
<td>VO completes the necessary process, depending on the visa type.</td>
<td>VO sends the original visa paperwork to the applicant abroad; they use it to apply for the visa stamp at a US Consulate.</td>
<td>On the first day of employment/visit, VO reviews applicant's documents and completes the steps necessary for lab access.</td>
</tr>
<tr>
<td><strong>WHO</strong></td>
<td>VO contacts the applicant/visitor to obtain initial info.</td>
<td>Applicant/Visitor provides complete information and documents</td>
<td>Visa stamping may take 2 weeks - several months, depending on the country of origin, time of year, and other applicant related issues.</td>
<td>VO updates the case management system with the applicant's expiration date and the reminder to initiate extension of status/end the visit.</td>
</tr>
<tr>
<td><strong>WHO</strong></td>
<td>VO reviews the preliminary info and determines the correct visa category.</td>
<td>VO reviews info provided by applicant and requests missing items</td>
<td>Applicant/Visitor follows the Visa Application Process to obtain a Visa stamp.</td>
<td>Employee keeps VO advised of any foreign travel requiring a new visa stamp.</td>
</tr>
</tbody>
</table>

### Tasks

- **VO**
  - Case Initiation: Ideal Timeline: 1 - 2 weeks for complete information gathering.
  - Case Processing: Ideal Timeline: Case processing 1 - 2 weeks.
  - Post-Approval / Arrival to US: 2 weeks - 6 months for visa stamp issuance.
  - Post Arrival and Beyond: 1 - 3 days after start date.

- **Ideal Timeline:**
  - 1 - 2 weeks for complete information gathering.
  - Case processing 1 - 2 weeks.
  - 2 weeks - 6 months for visa stamp issuance.
  - 1 - 3 days after start date.

- **Summary:**
  - VO is notified of either new hire (by TADI), or a new visit (by FNAP).
  - VO reviews the preliminary info and determines the correct visa category.
  - VO contacts the applicant/visitor to obtain initial info.
  - VO completes the necessary process, depending on the visa type.
  - Visa stamping may take 2 weeks - several months, depending on the country of origin, time of year, and other applicant related issues.
  - Employee keeps VO advised of any foreign travel requiring a new visa stamp.