

## MEMORANDUM

To: Vice Presidents, Vice Provosts, and Deans  
From: Nojin Kwak, Vice Provost for International Education  
Date: 27 March 2025  
Subject: Reminders about lead time requirements for immigration processing and planning for international travel

This memo serves to address two immigration matters of immediate concern to deans and academic units and to clarify the role of UB Immigration Services (UBIS). First, current uncertainties about the timeliness of US Citizenship and Immigration Services (USCIS) processing of employment-based visa and green card petitions prompts this reminder that academic units allow sufficient lead time and submit all required documentation to UBIS at the earliest possible opportunity. This will help minimize anticipated delays and disruptions to the appointment process.

In particular, request packets for H-1B petitions require a minimum lead time of six (6) months. **UBIS must be in receipt of complete request packet six months prior to the start date for the individual on the H-1B.** While Premium Processing is available to expedite USCIS processing of H-1B petitions, processing times have been thrown into doubt by the increased issuance of USCIS *Requests for Evidence* (RFEs) that can require weeks of additional UBIS time to resolve, delaying the overall process significantly. Relying on the cooperation of the hiring unit, UBIS is proactive in submitting fully documented petitions that aim to make RFEs less likely. It should be noted that anticipated staffing cuts at USCIS may further delay processing of H-1Bs going forward. Thus, hiring units must do their part to expedite our process.

Second, the academic units as well as our office have heard from faculty and staff with work visas and green cards regarding their concerns about upcoming international travel plans and the potential risk of not being able to re-enter the US when they return. UBIS stands ready to advise faculty and staff about their concerns regarding travel and their current immigration status. **Since each employee's situation is unique, UBIS requests that questions be addressed at the earliest opportunity in a private one-on-one Zoom meeting with Oscar Budde, Esq., Associate Vice Provost and Director of UBIS.** Meetings may be scheduled by [emailing UBIS](#).

Please share this update with your chairs, faculty, and staff, as appropriate.

Office of International Education

411 Capen Hall, Buffalo, NY 14260-1604 USA  
716.645.2368 (F) 716.645.2528  
[vpinted@buffalo.edu](mailto:vpinted@buffalo.edu)

[www.buffalo.edu/internationaleducation](http://www.buffalo.edu/internationaleducation)