## **H-1B Process Overview**

ISSS notified by Hiring Dept.	
Hiring Department	Employee
Complete forms, gather documents, give H1B applicant access to H1B Applicant eform	- Complete H1B Applicant e-form and submit requested documents in the iVols Portal System
Request check(s) from Treasurer's Office	
Submit completed H1B request to ISSS through the iVols Portal System	
ISSS	
Review request	
Calculate prevailing wage	
Confirm actual wage and prevailing wage are met	
Post LCA Announcement at appropriate location(s)	
File LCA with Dept. of Labor	
Prepare H-1B petition & submit to USCIS	
Send final approval documents to hiring department and employee	

## **NOTE**

International Student & Scholar Services (ISSS) needs at least 4-5 months to prepare a petition for mailing; USCIS processing times vary, as they may take 6-12 months, unless Premium Processing is requested. If Premium is used, then USCIS must respond within 15 days.