

H-1B Temporary Worker Process

	TASKS	ESTIMATED TIME TO COMPLETE
Step 1 Requesting Unit Initiation	Requesting Unit: Gathers appointment/position information and information from H-1B employee and submits H Visa Request . <i>For staff requests only: Requesting unit must obtain written authorization from UWHR for submission to ISO.</i>	
Step 2 ISO & AHR Review	ISO & AHR: Review H Visa Request and contact unit to resolve any errors or discrepancies. Send conditionally approved H Visa Request to unit.	
Step 3 Requesting Unit Submission	Unit: Gathers supporting documents , routes for signatures. Submits visa request packet to ISO by campus mail, email, or the Manage Files page of the visa request tool.	
Step 4 ISO Document Review and Self-Determination	ISO: Reviews supporting documents for sufficiency. Prepares prevailing wage self-determination. Contacts unit for any missing information/documents. Unit: Responds to questions, provides any missing/revised documents.	
Step 5 Labor Condition Application	ISO: Drafts Labor Condition Application (LCA), sends to unit. Unit: Posts LCA and Notice to Employees by physical, electronic, or intranet posting. (Posting is not required for positions covered by a collective bargaining agreement). ISO: Submits LCA to Department of Labor (DOL). DOL: Certifies LCA within seven business days. Unit: Returns posted notice verification to ISO.	7 business days for DOL to certify LCA
Step 6 Filing with USCIS	ISO: Drafts and files I-129 Petition for Temporary Worker with US Citizenship and Immigration Services (USCIS). Provides a scan of I-129 petition to unit. Unit: Provides copy or scan of I-129 petition to employee; may retain a copy for unit records.	
Step 7 USCIS Processes I-129 Petition	USCIS: Issues I-797 Receipt Notice with receipt number. Adjudicates petition and requests more evidence as necessary. Sends I-797 Approval Notice with dates of validity to ISO. ISO: Responds to requests for evidence. Forwards Receipt and Approval Notices to unit. Unit: Sends Receipt and Approval Notices to employee.	2 weeks* to 12 months for USCIS to approve *with payment of \$2,500 Premium Processing Fee
Step 8 Visa Application by H-1B Employee (if outside of U.S.)	H-1B Employee: Receives the Approval Notice from unit and reviews it for errors. If outside of U.S., pays visa fees and schedules a visa appointment (except Canadian citizens) with U.S. embassy or consulate. Enters U.S. once visa is approved.	2-12 weeks for U.S. Department of State to issue visa stamp, depending on the consulate
When may the employee start working at the UW?		
For new H-1Bs or changes of status: The temporary worker may start working on the requested start date or the date that the I-797 approval notice arrives, whichever is later .		For extensions and changes of employer: The temporary worker may start working on the requested start date or the date that the petition is filed with USCIS, whichever is later .