H-1B Request Process - Department Perspective

- Department contact is informed of the need to request an H-1B for a current or future employee.
- Department contact logs into Sunnasis and initiates the H-1B request (see separate instructions).
- Once all required e-forms in the H-1B request group are completed, the case is routed to an OIS adviser.
- OIS reviews the request and determines the prevailing wage (PW).
- OIS submits LCA to DOL for certification. It takes 7 business days for the DOL to certify the LCA.
- After the LCA is certified by the DOL, OIS finalizes the H-1B petition.
- The Department and Employee will receive FedEx confirmation when the petition is sent to USCIS.
- Department responds to OIS posting e-mail with the locations and start and end dates of the posting.
- Department must post LCA at 2 conspicuous locations at each work site for at least 10 consecutive business days.
- OIS will begin Labor Condition Application (LCA) preparation, and e-mail Department posting instructions.

Due to case volume, please allow up to three weeks for prevailing wage analysis.

If PW is above the offered salary, OIS will contact the Department.

At this point, the Department should request the required filing fee checks (if not already done), and drop them off to the OIS lockbox.

When OIS receives the Receipt Notice, the Department and Employee will be notified via e-mail. In some cases HR will also be CCd.

When OIS receives the Approval Notice, the Department, Employee, and HR will be notified via email.

It typically takes 2-3 weeks to receive a Receipt Notice.

If premium was paid, the approval will take up to 16 days to arrive from USCIS Receipt Date (unless USCIS issues a Request for Evidence (RFE)). Without premium processing, expect several months.