

## H-1B Temporary Worker Process

	TASKS	ESTIMATED TIME TO COMPLETE
Step 1 <b>Academic Unit Initiation</b>	<b>Academic Unit:</b> Gathers appointment information and information from temporary worker and submits <a href="#">H Visa Request</a> .	
Step 2 <b>ISO &amp; AHR Review</b>	<b>ISO &amp; AHR:</b> Review H Visa Request and contact unit to resolve any errors or discrepancies. Send approved H Visa Request to unit.	
Step 3 <b>Academic Unit Submission</b>	<b>Unit:</b> Gathers <a href="#">supporting documents</a> , signatures from relevant parties in unit and school/campus/college. Submits visa request packet to ISO by campus mail or email.	
Step 4 <b>Prevailing Wage Request and Determination</b>	<b>ISO:</b> Reviews supporting documents for sufficiency. Submits Prevailing Wage Request to Department of Labor (DOL). <b>DOL:</b> Adjudicates Prevailing Wage Request and requests more information as necessary. Issues Prevailing Wage Determination.	<b>45-150 days</b> for DOL to issue Prevailing Wage Determination (Not required for <a href="#">UW RFPJ</a> or <a href="#">UW UAW-Postdocs</a> members.)
Step 5 <b>Labor Conditions Application</b>	<b>ISO:</b> Drafts Labor Conditions Application (LCA), sends to unit. <b>Unit:</b> Posts LCA and notice <b>for 10 business days</b> . (Posting not required for <a href="#">UW HSA</a> or <a href="#">UW UAW-Postdocs</a> members.) <b>ISO:</b> Submits LCA to DOL. <b>DOL:</b> Certifies LCA within seven business days. <b>Unit:</b> Returns posted notice verification to ISO.	<b>7 business days</b> for DOL to certify LCA
Step 6 <b>Filing with USCIS</b>	<b>ISO:</b> Drafts and files I-129 Petition for Temporary Worker with US Citizenship and Immigration Services (USCIS). Provides copies of I-129 petition to unit <b>Unit:</b> Provides one copy of I-129 petition to employee and retains the other for unit records.	
Step 7 <b>USCIS Processes I-129 Petition</b>	<b>USCIS:</b> 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. <b>ISO:</b> Responds to requests for evidence. Forwards Approval Notice to unit. <b>Unit:</b> Sends Approval Notice on to employee.	<b>2 weeks* to 12 months</b> for USCIS to approve  *with payment of \$2,500 Premium Processing Fee
Step 8 <b>Visa Application by Worker</b> (if outside of U.S.)	<b>H-1B Employee:</b> 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.	<b>2-8 weeks</b> for Department of State to issue visa stamp, <a href="#">depending on the consulate</a>
<b>When may the employee start working at the UW?</b>		
<b>For new H-1Bs or changes of status:</b> The temporary worker may start working on the requested start date or the date that the I-797 approval notice arrives, <b>whichever is later</b> .  A new H-1B or change of status may take <b>five to twelve months, or longer</b> , depending on whether the worker is in the US and whether the unit is willing to pay for premium processing.		<b>For extensions and changes of employer:</b> The temporary worker may start working on the requested start date or the date that petition is filed with USCIS, <b>whichever is later</b> .  A H-1B status extension or change of employer may take <b>three to six months</b> , depending on administrative processing times.