Inviting an H-1B Temporary Nonimmigrant Worker
Step by Step Guide

Total Estimated Processing Time: 4 to 6 months (subject to change)

STEP ONE

<table>
<thead>
<tr>
<th>Who is Responsible</th>
<th>Task</th>
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| **Department**     | • Prepares department letter printed on department letterhead and including the following  
  o Addressed to Samba Dieng  
  o Name and Title of position  
  o Anticipated appointment dates (start/end dates)  
  o Job description and job requirements  
  o Scholar’s qualifications  
  o Signature of department chair  
  • Prepares the following additional documents:  
    o OISS H-1B Request Form  
    o Checks payable to Homeland Security  
    o Prevailing wage form  
    o Actual Wage memo  
    o Addendum to H-1B Petitions  
    o See H-1B on the OISS website for a complete list of  
    required documents  
  • Gathers documents from scholar demonstrating scholar’s experience and educational qualifications  
  • Prepares and posts Notice of Intent form at scholar’s worksite  
  • *Submits all of the above to OISS in H-1B request packet* |

STEP TWO

| OISS | • Reviews request packet for completeness and accuracy  
• Communicates with department about questions, issues, revisions, and outstanding items  
• Obtains Prevailing Wage Determination (PWD) from FLC data center or National Prevailing Wage and Helpdesk Center (NPWHC)  
• After receiving PWD, contacts department if wage is not compliant  
• Completes and files Labor Condition Application (LCA) with the Employment and Training Administration, US Department of Labor  
• Compiles appropriate documentation for the U.S. Department of Homeland Security |
### STEP THREE

| OISS | - Prepares final H-1B petition and submits to USCIS  
|      | - Creates Department of Labor-required Public Access File  
| USCIS | - Reviews and adjudicates petition in three-to-four months under regular processing (depending on USCIS current processing time) or 15 days for premium processing  
| OISS | - Follow up with USCIS on pending petitions as necessary  
|      | - Responds to USCIS “Request For Evidence” if applicable |

### STEP FOUR

| OISS | Upon receipt of USCIS approval:  
|      | - For regular processing recipients: Contacts scholar and department to pick up Form I-797 H-1B approval notice and schedule H-1B orientation  
|      | - For consular processing recipients: Sends visa documents and pre-arrival information via air courier service to scholar in home country  
| International Scholar | - If scholar is abroad, s/he applies for H-1B visa stamp at US Embassy/Consulates after receiving OISS packet in order to enter the US (not applicable to Canadian citizens) |

### STEP FIVE

| International Scholar/Dependents | - Checks in with OISS immediately upon arrival with visa documents (passport, Form I-94)  
|      | - Scholar completes Form I-9 on or before the first date of employment and attends H-1B orientation  
| OISS | - Checks in the scholar  
|      | - Reviews visa documents and assists with any corrections  
|      | - Prepares I-9 and sends to department  
| International Scholar & OISS | - OISS orientation covering H-1B regulations and travel issues  
| OISS | - Advises on other issues as needed (i.e. Social Security numbers, driver’s licenses, adjustment issues) |