H-1B Temporary Nonimmigrant Workers in Specialty Occupations
Basic Procedures – General Work Flow

Total Estimated Processing Time: 3 to 6 months (subject to change)
After offer is made and accepted, OISS can only start processing H-1B application 6 months prior to the employment start date

Step 1: Information and Evidence Gathering

- Pre-consultation with OISS Scholar Adviser
- Department and scholar complete H-1B forms, gather and prepare supporting documents, letters, USCIS fees, etc. (http://global.lehigh.edu/oiss/immigration-and-visas/forms)
- Department submits request packet to OISS

Step 2: OISS Review

- OISS reviews request packet; communicates with department with any questions
- OISS obtains Prevailing Wage Determination from FLC Data Center or the National Prevailing Wage and Helpdesk Center (NPWHC)
- OISS completes and files Labor Condition Application (LCA) with the Employment & Training Administration, US Department of Labor (icert.gov)
- OISS Prepares Public Access File
- OISS prepares final H-1B petition; submits to the USCIS

Estimated Time: 1-2 months

Step 3: Submission of Petition to USCIS

- USCIS reviews and adjudicates petition in approximately 60-120 days (regular processing)
- If Lehigh Department elects to pay an additional fee of $1225 to USCIS for Premium Processing, USCIS reviews and adjudicates petition in 2 weeks

Estimated time: 2 weeks – 2 months

Step 4: Consular Processing Required if Scholar Resides Outside US

- Upon approval, OISS sends required documentation to scholar abroad
- Scholar schedules visa appt. with U.S. Embassy/Consulate (n/a to Canadian citizens)
- U.S. Embassy/Consulate reviews application, conducts security background check, issues visa stamp

Estimated time: 2 weeks – 1 month (varies with specific Consular posts and length of time required to clear security. Please check with your particular Consulate)

Step 5: Scholar Arrives at Lehigh

- Scholar arrives and immediately checks in with OISS
- Scholar completes Form I-9 within first 3 days of employment
- One-on-one H-1B orientation session with OISS Adviser