

H-1B TEMPORARY WORKER IN SPECIALTY OCCUPATIONS BASIC FLOW CHART

MICHIGAN STATE
UNIVERSITY

OFFICE FOR INTERNATIONAL STUDENTS AND SCHOLARS

Phone: 517.353.1720 | Fax: 517.355.4657

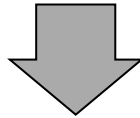
E-mail: oiss@msu.edu | Web: www.oiss.msu.edu

Information/Evidence Gathering

Department completes H-1B Prevailing Wage form and submits to OISS.

Time: 7 days

Note: If union position, please include union information. (Union name and minimum salary for that position). Union positions do not require prevailing wage. Timing will vary.

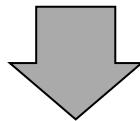


Wage Determination

OISS applies for Prevailing Wage and sends international questionnaire(s) to complete. OISS will notify department of prevailing wage and further instructions.

Time: up to 120 days

Note: Wage offered to the alien must be prevailing wage or actual wage, whichever is higher.



Labor Condition Application (LCA)

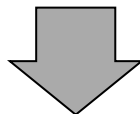
Department will post Internal Notice (for 10 days).
Department will forward copy of Internal Notice and Actual Wage Statement to OISS so LCA may be filed.
OISS files LCA with US Department of Labor.
Department and individual will gather remaining documents to send to OISS (see checklists)

Time: 7-10 days

Note: Department should send all of the required documents to OISS at this point.

(The 2 original "Internal Notices of filing the LCA" should be sent to OISS once they have been posted for the required 10 business days.)

LCA can be completed no more than 6 months prior to employment date.



H-1B Petition

1. OISS will prepare H-1B packet for USCIS.
2. OISS will send Dept'l contact an email when packet is ready.
3. Dept. will pick up packet from OISS.
4. Dept. will express mail to USCIS.

Time: Check egov.uscis.gov for processing times information

Note: Premium processing is an option with a USCIS processing time of 15 days. If premium processing it is recommended that you enclose return express mail envelope. Premium processing can be done anytime during the process. The fee is \$1,440 plus normal filing fees.