

The H-1B Sponsorship Request is a multi-step and lengthy process as outlined below:

Please allow a minimum of 5-6 months for an H-1B approval (from initial departmental request to H-1B approval).

- **STEP 1:** The Hiring Department completes the "[Request for Prevailing Wage & Sponsorship of Temporary Employee](#)" and the "[Deemed Export Attestation](#)". At the same time the prospective H-1B employee completes the "[H-1B Employee Supplemental Form](#)". (REMINDER: Both sets of forms are needed for the H-1B extension as well).
- **STEP 2:** The "Request for Prevailing Wage & Sponsorship of Temporary Employee" form is sent to the Office of International Programs (OIP) and Human Resources (HR). A prevailing wage request is made to the National Prevailing Wage Center (NPWC) by the HR department. The "Deemed Export Attestation" is sent to OIP and is reviewed. The "H-1B Employee Supplemental Form" is also sent to OIP and the H-1B petition is started.
 - **IMPORTANT NOTE:** The NPWC takes about **two months** to issue the prevailing wage determination (PWD), so plan accordingly. While the PWD is processing, OIP completes as much of the H-1B petition as possible.
- **STEP 3:** About one month later, the Prevailing Wage Determination (PWD) is received from NPWC. The PWD is required for the Labor Condition Application (LCA) to be submitted for certification from the Department of Labor (DOL). OIP submits the LCA and continues to complete as much documentation and supporting evidence required for the H-1B petition as possible.

EMAIL NOTIFICATION: At this point, an email is sent to both the employing department and employee marking the PWD and LCA milestones. An unfavorable PWD could delay the H-1B process if we need to resubmit for a redetermination.

- **IMPORTANT NOTE:** It takes DOL approximately seven business days to certify the LCA and return it to OIP.
- **STEP 4:** Once OIP receives the LCA, assuming that all other documents in STEP 1 have been received, OIP is able to complete the final forms and supporting documentation necessary for the H-1B petition (usually within 24-48 hours except during high volume times).
- **STEP 5:** The H-1B petition is finalized, a copy is scanned and it is FedEx'd to U.S. Citizenship and Immigration Services (USCIS) at the California Service Center.

EMAIL NOTIFICATION: An email is sent to both the employing department and employee to notify them and provide the employee with a copy of the final H-1B petition.

- **STEP 6:** USCIS will send a Receipt Notice confirming receipt of the H-1B petition 2-3 weeks after submission.

EMAIL NOTIFICATION: An email is sent to both the employing department and employee to notify them and provide them with a scanned pdf copy of the USCIS Receipt Notice.

- **STEP 7*:** USCIS will need approximately 3-4 months to adjudicate the H-1B petition and issue an H-1B approval.
 - **IMPORTANT NOTE:** *Recently, USCIS has had longer than usual processing times resulting in wait times of 5-6 months for H-1B approvals. *Premium Processing (\$1225 fee) is an option that will ensure that USCIS responds with a decision on the H-1B petition within 15 business days. This fee may be paid by the employer or employee.*

EMAIL NOTIFICATION: An email is sent to both the employing department and employee to notify them once the H-1B approval is received from USCIS. A scanned pdf copy of the approval will be sent to both parties and the employee will need to pick-up the original from OIP and complete a new I-9 with HCM documenting new work authorization.