H-1B Process Chart

Hiring department submits H-1B sponsorship request in [ISSO Scholar Portal](#) (must be included in department's user group). Upload position description, offer letter, and actual wage form.

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If position meets qualification as permanent teaching/research position, ISSO approves request, prepares wage worksheet and posts notice to hire on HR website for 10 business days.

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ISSO prepares and files Labor Condition Application (LCA) with US Department of Labor (takes 7 days).

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Hiring department submits export control Form for review and signature (takes up to 2 weeks) and request for filing fee checks to Accounts Payable (takes up to 2 weeks).

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ISSO prepares Form I-129 and I-907 (if premium processing) and remainder of H-1B petition including all supporting documents and mails to USCIS.

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USCIS issues I-797 Receipt Notice (takes 1-2 weeks).
If employee already has H-1B status, and is changing employers, he/she may begin employment.
If employee already has H-1B status and is seeking an H-1 extension, he/she may continue employment for up to 240 days from the date of his/her H-1B expires.
If employee is seeking to change status to H-1B, he/she must wait for the H-1B petition to be approved before starting H-1B employment.

⬇

USCIS adjudicates H-1B petition and issues I-797 Approval Notice (takes 4-8 months, or up to 15 days if premium processed) unless additional evidence is requested, the petition is rejected, or the petition is denied.

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If H-1B employee is abroad, sponsoring department sends approved H-1B to him/her and he/she applies for visa at a US consulate. If approved, consular officer issues an H visa and employee travels to the US.

Canadian citizens do not need a visa to enter the U.S. therefore a Canadian employee will travel to the U.S. upon receipt of the approved H-1B petition packet.