### Timeline for H-1B Processing for New Hires

<table>
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<th>Step</th>
<th>July 1 - September 1</th>
<th>October 1</th>
<th>November 1</th>
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| **Step 1** | Search Committee consults Hiring Manual  
University extends offer letter  
New Hire accepts offer  
Department Chair notifies CIE of new hire  
Department Chair provides CIE with completed Notification and H-1B Bio Data forms and signed letter of employment |  |  |
| **Step 2** | CIE informs Union of new hire: Immigration requires Union notification.  
CIE files Labor Condition Application (LCA) 30 days after Union notification  
U.S. Department of Labor certifies Labor Condition Application within 15 days of receipt  
Provost sends Deemed Export Control (DEC) Form to Dean |  |  |
| **Step 3** | CIE mails Form I-129/H-1B application to Department of Homeland Security (Premium Processing fee required)  
Department of Homeland Security approves H-1B (within 15 days) |  |  |

*NO H-1B processing (steps 1&2) can occur now, even with premium processing fee* 

*The completed Notification and H-1B Bio-Data forms and signed Letter of Employment are required by the CIE to initiate H-1B processing.*