

Timeline for H-1B Processing for New Hires

180 - 120 days before semester starts

July 1 - September 1

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

90 days before semester starts

October 1

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

60 days before semester starts

November 1

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.