## H-1B Flow of Paperwork

Sponsoring department completes **H-1B Request Form**, compiles and attaches supporting documents (see **H-1B Checklist**) and submits all documents to International Services (IS).

IS requests **Prevailing Wage Determination** from HRM (takes up to 5 days).

IS files **Labor Condition Application (LCA)** with US Department of Labor *(takes 7 days).* 

Sponsoring department posts

LCA on department bulletin

board for 10 business days,

then returns it to IS.



IS completes **H-1B Petition** (and **Request for Premium Processing**, if required). Sponsoring department mails completed petition to US Citizenship and Immigration Services (USCIS).



USCIS issues **Notice of Action/"receipt notice"** indicating that the H-1B petition has been received (takes 1-2 weeks). If employee already has H-1B status, and is changing employers, he/she may begin employment with LSU. If employee already has H-1B status, and is currently employed by LSU and is seeking an extension of stay, he/she may continue employment for up to 240 days from the date of his/her H-1B expires, if the petition remains pending after the expiration date. 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 "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.



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 petition packet.