

H-1B SPONSORSHIP: AT A GLANCE



STEP 1: CONNECT

Department picks a main contact person, then contacts I3S and schedules a consultation.

Department begins Export Controls clearance, gathers documents, and prepares packet to submit to International Student and Scholar Services (I3S). **Note, the H-1B Sponsorship process does not begin until I3S receives a complete packet.**



STEP 2: REVIEW

5 BUSINESS DAYS

I3S reviews the completed H-1B Sponsorship Request Application and determines Outside Counsel.



STEP 3: PWD

1-7 MONTHS

Outside Counsel determines Prevailing Wage (PWD) with the Department of Labor (DOL). Outside Counsel may be able to quickly evaluate wage compliance using DOL data which can shorten this step. For union positions, collective bargaining agreements may substitute.



STEP 4: LCA

7 BUSINESS DAYS

Outside Counsel files the Labor Condition Application (LCA) after prevailing wage is determined.

I3S provides the department with an Internal Notice and/or notifies the AAUP Union.

Departments post the Internal Notice at two central locations and notify Human Resources to post the LCA notice on Western's website. After 10 business days, departments sign and return Internal Notices from postings and HR to I3S.



STEP 5: PETITION

3-7 MONTHS

Outside Counsel submits the completed petition to the United States Citizenship and Immigration Services (USCIS). Outside Counsel may ask for additional information from the department.

Outside Counsel will notify I3S, the employee and the department of approval. Premium Processing can be requested to expedite this step.



CONGRATULATIONS!

Upon approval, **I3S** will coordinate with the employee to provide immigration orientation at WMU. **Employee** will then perform work authorized at the approved location, maintain a current address in GoWMU, and notify I3S before any travel. **Departments** will notify I3S of any changes in employment or of a dismissal.

Questions? Contact Tara Severnio,
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More at: wmich.edu/international/h-1b



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