Request to Initiate H-1B is made by Department by downloading H-1B packet, http://www.hrs.virginia.edu/cis/immigrationservices.html#8

Department completes the H-1B packet, and obtains required evidentiary materials from foreign national and H-1B packet is sent to HR/CIS

Prevailing Wage is received and met

HR/CIS electronically files a Labor Condition Application (LCA) that is electronically certified within 7 days by the U.S. Dept of Labor (DOL)

HR/CIS completes USCIS Form I-129 (H-1B petition); HR/CIS electronically posts LCA online for ten business days

HR/CIS submits the H1B petition to USCIS

USCIS receipts filing of H-1B petition (within 1 month) to HR/CIS; thereafter HR/CIS provides receipt number to Department, and Foreign National

I-797 (Approval Notice) is received by HR/CIS; thereafter HR/CIS notifies Department, and Foreign National picks-up the original and a copy of the H-1B petition

(Standard Processing = approximately 3-6 months)

(Premium Processing = 15 days + express mail time)