The H-1B Process

Request for H-1B made by department, 6 months in advance from the starting date of employment.

Forms can be downloaded from ISSS website, and submitted to ISSS at ADM 360.

H-1B Worksheet, statement of Actual Wage Determination, Letter of Support and Employee’s Documents are received by ISSS.

ISSS preview the required documents and submit them to Austin. Austin requests Prevailing Wage from TWC (about two weeks)

Prevailing wage is received and met.  
Prevailing wage is not met and the alternatives are discussed with department.

Labor Condition Application (LCA) is certified online with the Department of Labor.

ISSS receives LCA certification, post it for 10 business days; ISSS completes I-129 Form; department is informed to issue checks, and delivers them to ISSS.

ISSS submits petition to US CIS.

ISSS receives receipt from US CIS (2-3 week).

ISSS receives I-797 (Approval Notice)

Standard Processing: 4-6 months

Premium Processing: 15 business days + mailing time