**H-1B Process Checklist**

- Contact OIS with the candidate’s current status and expiration if there are any questions
- Gather the information needed for the case initiation form (page 5)
- Select H-1B for new employees or a current employee who is not on an H-1B. Select H-1B Extension for a current Vanderbilt employee on an H-1B. Select Premium Processing if needed based on the processing times above.
- Submit the Case Initiation Form
- Supervisor completes the Visa Deemed Export Questionnaire which appears after submission of the Case Initiation Form and submits to vec@vanderbilt.edu
- Center is charged at the end of the month
- Employee completes questionnaire and submits necessary documents
  
  **2-6 weeks**

- Labor Condition Application is prepared and a posting notice is sent to the department via email containing instructions
- Posting notice is reviewed and posted in two conspicuous locations for 10 business days
- LCA is submitted to the Department of Labor for approval
- At the end of 10 business days the posting notice is removed and sent to OIS at 2525 West End Ave, 5th floor
  
  **2 weeks**

- Employer support letter is reviewed, printed on letterhead, signed by the supervisor and emailed back to Fragomen only if needed for the specific case
- H-1B Petition with approved LCA is sent to USCIS
- USCIS sends a notice confirming receipt of the petition

  **Note: An employee with an H-1B from another company may begin work at this time**

  **4-6 months regular**

  **2 weeks premium**

- USCIS sends an approval notice which is forwarded to the employee and department contact via email

  **Note: An employee changing status may begin work at this time**

- Employee picks up documents including the new I-94 card from OIS