



## ISSO H-1B Work Flow

H-1B Temporary Nonimmigrant Workers in Specialty Occupations  
Basic Procedures ? General Work Flow

### ***Step 1: Information and Evidence Gathering***

- Department and scholar complete forms, gather and prepare supporting documents, letters, ISSO and USCIS fees, etc.
- Department submits request packet to ISSO

### ***Step 2: ISSO Review, State of California and U.S. Department of Labor Approval Process***

- ISSO reviews request packet; communicates with department about any questions
- ISSO obtains Prevailing Wage Determination from the National Prevailing Wage and Helpdesk Center (NPWHC)
- ISSO completes and files Labor Condition Application (LCA) with the Employment & Training Administration, U.S. Dept of Labor
- ISSO Prepares Public Access File and Union Notification (if applicable)
- ISSO prepares final H-1B petition; submits to the USCIS

### ***Step 3: Submission of Petition to USCIS***

- USCIS reviews and adjudicates petition in approximately 5-6 months (regular processing)
- If UCSF Department elects to pay an additional fee to USCIS for Premium Processing, USCIS reviews and adjudicates petition in 2 weeks

**Step 4: Consular Processing Required if Scholar is Outside US**

- Upon approval, ISSO sends required documentation to scholar abroad
- Scholar schedules visa appt. with U.S. Embassy/Consulate (n/a to Canadian citizens)
- U.S. Embassy/Consulate reviews application, conducts security background check, issues visa stamp

**Step 5: Scholar Arrives at UCSF**

- Scholar arrives and immediately checks in with ISSO
- Scholar completes Form I-9 within first 3 days of employment
- Scholar attends H-1B orientation session

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UCSF Main Site

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