Timeline for H-1B Petitions

- **STEP ONE:** This step depends on the department and how fast they send the required information:
  - The Initial Request Letter
  - The Journal Entry
  - The Prevailing Wage Determination Worksheet
  - The EAR/ITAR approval from UND Export Control (This can take up to a week).

- **STEP TWO:** This step also depends on how fast the below documents are sent over from the Department and the Employee:
  - The H-1B/H4 Worksheet
  - The Actual Wage Determination Sheet
  - The Checklist of documents from the Department
  - The Checklist of documents from the Employee
  - Notice that the Job Posting Notices have been posted (Must be up for 10 business days).

- **STEP THREE:** Filing the Labor Certification Application. This step takes 7 business days:
  - After the LCA (Labor Certification Application) is filed, it takes 7 business days to be certified.

- **STEP FOUR:** This step varies based on when the Department contacts Accounting Services. It can take Accounting Services up to a week to process the checks needed for the H-1B Petition.
  - Separate Checks needed for H-1B Petition:
    - $325-Application Fee
    - $500-Fraud Fee
    - $290-Dependents Fee (One fee for all dependents)
    - $1,225-Premium Processing Fee (Only needed if you want the H-1B Petition to be processed in 15 business days)

- **Step Five:** Once all the documents have been received, the H-1B Petition can be filed:
  - This process can take USCIS up to 3 to 6 months to process
  - However, with Premium Processing, this process only takes 15 business days

*Please note: Should USCIS request additional evidence for the H-1B Petition this can delay the H-1B approval*
Once all the documents have been received, the H-1B Petition can be filed. Once filed with USCIS, the approval process can take USCIS up to 3 to 6 months. However, with Premium Processing, this process takes 15 business days:

Once the Labor Certification Application is filed, this process takes 7 business days:

Time will vary based on the Department’s ability to gather required information:

Time will vary based on when the Department contacts Accounting Services. It can take Accounting Services up to a week to process the checks needed for the H-1B:

**Typical Timeline for H-1B Petitions**

<table>
<thead>
<tr>
<th>Step One: Initial Request</th>
<th>Step Two: Document Gathering</th>
<th>Step Three: LCA</th>
<th>Step Four: Payments</th>
<th>Step Five: Filing</th>
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</thead>
</table>

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