

UCF International Services Center: H-1B Intake Checklist



Filing Fees include:

I-129 Petition	\$325 (Applicable to all petitions)
Antifraud Fee	\$500 (Applicable to new and porting/transferring petitions)
Premium Processing	\$1225 (Optional; cannot be paid by employee without ISC approval)
Fragomen Rush Fee	\$800 (Optional; consult with ISC to determine if it's necessary) UCF does not incur costs associated with dependent filings
Dependent Filing Fee	\$290 (This is per H-1B filing not per dependent) UCF does not incur costs associated with dependent filings
Fragomen Dependent Fee*	\$600 (If filed with a H-1B petition)** **Please note: \$850 if filed separately UCF does not incur costs associated with dependent filings

Processing Times: (These times are only estimates and cannot be guaranteed.)

New H-1B	8.0 Months prior to desired start date
New H-1B (Premium)	4.0 Months prior to desired start date
New H-1B (Premium/Rush)	3.5 Months prior to desired start date
Porting H-1B/Extension/Amendment	3.5 Months prior to desired start date
Porting/Extension/Amendment (Rush)	3.0 Months prior to desired start date

INTAKE PHASE (Hiring Department Steps)		DOL PHASE	USCIS PHASE	POST APPROVAL PHASE
- STEP 1	Hiring Department generates Offer Letter for H-1B position.	<ul style="list-style-type: none"> » A Prevailing Wage Determination (PWD) must be obtained from the Department of Labor (DOL); the DOL will base their assessment on the Hiring Department's detailed job description in order to give the best wage and job classification. » A PWD may take up to (2.5) months for certification. » Hiring Department must agree to meet the prevailing wage or if not, terminate the process. » In general, the Labor Condition Application (LCA) is filed once the PWD is returned from the DOL. » After receipt of PWD, the LCA is posted at the worksite and filed with DOL; certification takes about (2) weeks. Include (2) locations, with (1) being ISC. 	<ul style="list-style-type: none"> » The I-129 Petition is filed with USCIS after the LCA has been certified. » USCIS normally sends an H-1B receipt notice to the university within (2) weeks. » H-1Bs who are porting may begin work after verification of receipt from USCIS and after completing the payroll sign-in. » USCIS approval takes up to 4 to 5 months under regular processing. » USCIS approval takes up to (3) weeks under premium processing. » H-1Bs must pickup their approval and H-1B packet at ISC. » After receipt of packet, new H-1Bs must complete the payroll sign-in before working under the H-1B visa status. 	<ul style="list-style-type: none"> » A Public Access File is created on the behalf of the H-1B position. » A DOL H-1B inspection file is created for the H-1B position and the H-1B employee. » To comply with regulations, part-time H-1B employees or their departments must submit a weekly time sheet to ISC showing their hours worked. » Periodic reports (weekly and monthly) are run by ISC to identify H-1B employees who have changes in their job titles, work hours and or salaries. » Although the above mentioned reports are run periodically, it is the department's responsibility to inform ISC prior to any changes being made to an H1-B visa holder's employment as detailed in the H-1B Declaration Form signed by the department at the beginning of the visa process. Next steps will be determined on a case by case basis as required.
- STEP 2	Hiring Department obtains access to IHP website from ISC.			
- STEP 3	Hiring Department completes Actual Wage Form & Actual Wage Memorandum.			
- STEP 4	Hiring Department completes Deemed Export Control Questionnaire.			
- STEP 5	Hiring Department completes ISC's H-1B Declaration after reading ISC's H-1B Guide.			
- STEP 6	Hiring Department confirms whether Regular Processing or Premium Processing is required.			
- STEP 7	Petitions for A&P hires require submission of an official job description approved and signed by H.R., a Class Specification, and a Compensation Analysis.			
- STEP 8	Hiring Department completes IHP questionnaire and submits it and the above documents to ISC for approval.			
- STEP 9	Hiring Department submits checks to Fragomen.			