H-1B Visa Process Overview

H-1B Visa Requests: Starting Point

UCF Hiring Departments may consider the H-1B (Temporary Work) Visa when seeking to hire Foreign Nationals for temporary employment in specialty occupations.

The H-1B Visa is valid up to (3) years with the option to extend an additional (3) years for a total of (6) years.

Departmental Requirements:

- Access to Fragomen’s IHP Website - The Hiring Department’s designated administrator may request IHP access by emailing ISC at isc@ucf.edu.
- List of Fees to be paid to Fragomen for H-1B processing -- Applicable fees are listed below
- ISC’s H-1B Visa Request Packet – The packet provides detailed instructions for H-1B Visa sponsorship
- ISC’s H-1B Visa Intake Checklist for Hiring Department
- ISC’s H-1B Visa Requisition Instructions

Eligibility:
The H-1B nonimmigrant status may be granted to a non-U.S. resident who has been offered a professional-level position in the U.S. To qualify for H-1B visa sponsorship by UCF, the position must require at least a Bachelor’s Degree, and the individual must possess at least a Bachelor’s Degree in a field related to the position. The offered salary must meet the Department of Labor’s (DOL) Prevailing Wage.

In order for a person to obtain H-1B status, UCF must file a petition with the U.S. Citizenship and Immigration Services (USCIS). ISC and UCF’s immigration attorneys (Fragomen) file all official H-1B requests on behalf of UCF. Official and formal requests are submitted by the Hiring Department through Fragomen’s IHP online portal. It is very important for the Hiring Department’s administration to understand the U.S. laws and regulations related to the H-1B status before submitting an H-1B Request. Please review ISC’s H-1B Request Packet

Timeframe:
In general processing times for H-1B petitions vary from (3.5) to (8) months. Much of the processing time is beyond the control of ISC; however, Premium Processing and Rush Processing may be needed for start-dates less than (4) months away. If H-1B status is being requested for an individual outside of the U.S., processing times are significantly longer, and departments should be mindful of this when planning for employee start dates.

Filing Fees:
Requisition instructions for processing fees can be obtained by submitting a request to ISC via email.

H-1B Processing Fees
- I-129 Petition (Applicable to all cases) $325
- Antifraud Fee (Not applicable for extensions) $500
- Premium Processing Fee (Optional) $1225
- Rush Fee (Optional) $800

ISC’s H-1B Visa Requisition Instructions

Hiring Department identifies

USCIS should respond with Receipt Notice.

Fragomen will subsequently grant

The Hiring Department is required to

ISC may maintain Public Access File on

ISC runs monthly reports to identify

USCIS responds with Receipt Notice.

A offer of employment must be established by the Hiring Department.

For A&P Positions, submit an

In order for a person to obtain H-1B status, UCF must file a petition with the U.S. Citizenship and Immigration Services (USCIS). ISC and UCF’s immigration attorneys (Fragomen) file all official H-1B requests on behalf of UCF. Official and formal requests are submitted by the Hiring Department through Fragomen’s IHP online portal. It is very important for the Hiring Department’s administration to understand the U.S. laws and regulations related to the H-1B status before submitting an H-1B Request. Please review ISC’s H-1B Request Packet

Timeframe:
In general processing times for H-1B petitions vary from (3.5) to (8) months. Much of the processing time is beyond the control of ISC; however, Premium Processing and Rush Processing may be needed for start-dates less than (4) months away. If H-1B status is being requested for an individual outside of the U.S., processing times are significantly longer, and departments should be mindful of this when planning for employee start dates.

Filing Fees:
Requisition instructions for processing fees can be obtained by submitting a request to ISC via email.

H-1B Processing Fees
- I-129 Petition (Applicable to all cases) $325
- Antifraud Fee (Not applicable for extensions) $500
- Premium Processing Fee (Optional) $1225
- Rush Fee (Optional) $800

Hiring Department is required to

ISC runs monthly reports to identify any H-1B employment changes.