IMPORTANT
Please note that this process can only begin after a foreign national has been appropriately hired through the University’s employment process. For more information on the University’s employment process please go to http://employmentservices.hr.wvu.edu/oeeoaa

A MINIMUM OF 7-8 MONTHS IS REQUIRED TO COMPLETE THIS PROCESS

1. It takes the University approximately 4 months to prepare an H-1B petition (due to the U.S. Department of Labor taking approximately 3 months to issue a prevailing wage determination - expedited option available only on a case by case basis)
2. The United States Citizenship and Immigration Services takes approximately 3-4 months to process a regular H-1B petition (expedited option available for additional fee, processing time: 15 business days)
3. The Foreign National may need additional time after the H-1B approval to establish her/his official work authorization (e.g. needs to apply for H-1B visa stamp at U.S. embassy abroad, apply for a social security number)

Support Determined
1. As per offer letter the Foreign National (FN) contacts the Office of International Students and Scholars Services (ISSS) OR
2. Prospective/Existing Hires: Hiring Department (HD) reaches out to ISSS for sponsorship

Sponsorship Assessment
ISSS communicates with FN, HD/Immigration Liaison to determine that an H-1B sponsorship is the best case strategy and assigns a case manager

Simultaneously
HD Documentation
HD sends the required documents to ISSS Case Manager, ISSS Wage Contact, and the ECO
(2-4 weeks)

FN Documentation
ISSS sends email to FN requesting supporting documentation to be submitted
(4 weeks)

Labor Condition Application (LCA)
ISSS Wage Contact obtains certified LCA from the U.S. Department of Labor

H-1B Petition Review by ISSS
ISSS Case Manager reviews the H-1B application package and notifies appropriate parties if additional information is needed.

H-1B Petition Submission to USCIS
ISSS submit H-1B package to U.S. Citizenship and Immigration Services

Notification
ISSS receives H-1B decision from USCIS and notifies the HD/Immigration Liaison, FN, and Human Resources (Tax Services)
(approximately 3-4 months)
(Expedited USCIS processing for additional fee: 15 business days + 15 additional days if USCIS issues Request for Evidence)

Oversight Committee for the Employment of Foreign Nationals
If an issue arises that affects the normal H-1B process ISSS and Export Control Office will consult the Oversight Committee and the appropriate parties will be notified.