The H-1B Process

**Non-CBA Position**
- Department submits H-1B Questionnaire and supporting documents
- ISSS files a Prevailing Wage Request and receives a determination from the Department of Labor (DOL)*
- Department posts Notice of Filing (NOF) provided by ISSS for 10 consecutive business days**

**CBA Position**
- ISSS submits an H-1B petition to USCIS
- ISSS files a Prevailing Wage Request and receives a determination from the Department of Labor (DOL)*
- Department posts Notice of Filing (NOF) provided by ISSS for 10 consecutive business days**

- ISSS submits a Labor Condition Application (LCA) to DOL
- Dept. of Labor certifies the LCA
- ISSS submits an H-1B petition to USCIS
- USCIS approves the petition
- Worker in the US
  - Worker applies for visa at a consulate and uses visa to enter the US.
- Worker not in the US*
  - 2 weeks*
    - Includes time for ISSS to do a first review of the documents
    - *Please note: if anything is missing, more time may be required before ISSS is able to move onto the next step.

- Start process at least 8 months before you need the worker

- 2 weeks
  - *6 months (PWD)
    - *Needed only if Non-CBA
  - **COVID-19: HR posts NOF on https://careers.udel.edu/

- 3-5 Months*
  - If Premium Processing (available) (+$2,500) => 15 calendar days
  - *Currently, regular processing times may fluctuate significantly. Please contact ISSS for the latest timeline when submitting a new case.

- 2+ Weeks
  - *Needed only if worker not in already in US. Exact wait times vary by consulate.
  - **COVID-19: further delays and potential inability to obtain a visa.