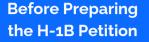
## H-1B Process in Detail



- Answer employer's questions regarding process and options
- Signed LSA received from Employer
- Signed CONFLICT WAIVER received from Employer and International
  Personnel
- LEGAL FEES to fund trust received from Employer
- H-1B CHECKLIST sent to Employer
- H-1B CHECKLIST sent to International Personnel
- H-1B Guide sent to Employer
- H-1B TRAINING offered
- REVIEW H-1B checklist information and documents received from Employer and international personnel,
- Analyze job information to understand minimum requirements and duties
- Work with Employer to align with appropriate DOL SOC code for the position
- Conduct DOL TAG PREVAILING WAGE (PW) Analysis, prepare PW filing
  with DOL if beneficial
- Prepare LABOR CONDITION APPLICATION (LCA) for filing with DOL
- Prepare instructions for Public Access File Compliance
- Employer creates public access file
- Provide instructions to employer for LCA Posting for 10 days
- Employer posts LCA in 2 conspicuous locations at the worksite(s)
- Draft I-129 petition, Employer Letter, Index
- Compile evidence
- Issue FILING CHECKS payable to Department of Homeland Security –
  Premium Processing?
- Conduct second attorney review
- If DENIED , consider refilling and other options
- If APPROVED , what was approved? H-1B classification and what, if anything, else?
- New I-94 : Form I-9 Employment authorization update Section 3

DOS: If H-1B Employee travels abroad, or change of status is not approved, prepare Employer Consular Package for U.S. consulate abroad application

After preparing petition and/or RFE reply, provide updates and answers to questions



Preparation of H-1B Petition

Petition with USCIS, RFE or NOID

Employer Consular Package

Post-Preparation Issues

