

## INTERNATIONAL FACULTY & SCHOLARS

Global Center, Room 142  
615 N Park Avenue  
PO Box 210087  
Tucson, AZ 85721  
Ofc: 520-626-6289

# H-1B Process Overview

The following steps apply to initial H-1B petitions, extensions or amendments of H-1B status, and transfers of H-1B status. All processing times referenced below are governmental processing times only and do not include International Faculty & Scholars (IFS) processing time.

## Step One: Prevailing Wage Request (PWR)

The **prevailing wage** is the average wage paid to similarly employed workers in the same occupation and geographic area. It establishes the **minimum allowable wage** that must be paid to a foreign national.

- IFS submits the **Prevailing Wage Request Form (PWRF)** to the **U.S. Department of Labor (DOL)**.
- DOL assigns a job classification code and issues the prevailing wage determination.
- **Processing time:** up to **180+ days** from the date IFS submits the request.
- Processing times are subject to change without notice.
- There is **no expedited option**, and IFS has **no control** over DOL processing times.

If the Prevailing Wage Is Higher Than the Offered Wage:

- IFS may submit **one (1) revised PWRF**, as permitted by law.
  - Revised requests require the same processing time (**180+ days**).
- If the prevailing wage remains higher than the offered wage, the sponsoring department must decide whether to:
  - Increase the salary to meet the prevailing wage,
  - Hire a U.S. worker for the position, or
  - Consider supporting an alternative visa category (e.g., **J-1**, if available).

*\*By law, employers must pay 100% of the prevailing wage.*

## Step Two: Notice Posting & Labor Condition Application (LCA)

Once the **prevailing wage** and **actual wage** are confirmed:

- IFS prepares and submits the **Labor Condition Application (LCA)** to DOL.
- **Processing time:** up to **10 business days**.

Before LCA submission:

- A **Notice of Labor Condition Application (NLCA)** must be posted at **each worksite**:
  - In **two (2) conspicuous locations**,
  - For **ten (10) consecutive business days**.

IFS will email the NLCA posting notice to the department once all required information has been reviewed and approved.

*\*Employers must comply with all LCA attestations (wage, dates, location, etc.).*

*\*DOL may audit employers and departments at any time.*

## **Step Three: Petition Preparation & Submission to USCIS**

Once **all required documentation**, including **fees**, has been received from the foreign national and the sponsoring department:

- IFS prepares and submits the H-1B petition to **U.S. Citizenship and Immigration Services (USCIS)** for adjudication.

### **USCIS Processing Time:**

- Approximately **4.5–8 months**, or longer if USCIS issues a **Request for Evidence (RFE)**.
- With Premium Processing, USCIS guarantees adjudication within **15 calendar days**. Longer if USCIS issues a **Request for Evidence (RFE)**. Clock restarts once RFE response is received.

Current processing times are available at: <https://egov.uscis.gov/processing-times/>

### **Premium Processing (Optional)**

If the department wishes to expedite adjudication, additional fees listed below:

- USCIS Premium Processing fee: **\$2,805**
- IFS Premium Processing fee: **\$350**

With Premium Processing, USCIS guarantees adjudication within **15 calendar days**.

*\* In rare cases, the foreign national may be permitted to pay the USCIS Premium Processing fee. This must be **approved by IFS in advance** to ensure it does not negatively affect wage compliance.*

### **IMPORTANT NOTICE**

To minimize delays and avoid processing issues, departments should initiate H-1B requests in **MyGlobal** **several months in advance** of the requested start date: <https://myglobal.arizona.edu/>

