

H-1B DEPARTMENT CHECK LIST

MICHIGAN STATE
UNIVERSITY

OFFICE FOR INTERNATIONAL STUDENTS AND SCHOLARS

Phone: 517.353.1720 | Fax: 517.355.4657

E-mail: oiss@msu.edu | Web: www.oiss.msu.edu

Department: _____ Date: ____/____/____

Employee Name: _____

In order to start H-1B process or H-1B extension, please complete and submit the “**H-1B Prevailing Wage Request Form**” (preferably by e-mail). OISS will submit Prevailing Wage to the Department of Labor (DOL) and send you an e-mail notifying you the date the prevailing wage was submitted. It may take 90-120 days to get the prevailing wage determination request. While prevailing wage is pending, complete Export Control Worksheet (http://www.exportcontrols.msu.edu/pilot_ecorrw.php). Once completed, send Export Control Worksheet to Export & Trade Sanctions, 238 Administration Bldg. Export Control Unit will process the form and forward it to OISS.

Once you receive an e-mail from OISS with the results of the prevailing wage determination from DOL submit a copy of Internal Notice and Actual Wage Statement so OISS can file Labor Condition Application (LCA). **Once we receive copies of these two forms, we can process LCA.** LCA process will take 7-10 days.

Send originals of all documents below:

- Internal Notices of Filing of the LCA (with posting marks) signed and after required 10 day posting
- Actual Wage Statement
- H-1B support letter signed by Departmental Chair
- H-1B Part Time Certification (if applicable)
- Export Control Worksheet Request to Export Control Office
- Check for \$460.00 payable to the “Department of Homeland Security” for I-129 filing fee
- Check for \$500.00 payable to the “Department of Homeland Security” for I-129 anti-fraud fee. **This fee is not needed for current MSU H-1B employees extending their stay.**
- OPTIONAL. Check for \$1,225 for form I-907. Check made payable to the “Department of Homeland Security.” **ONLY NEEDED IF REQUESTING PREMIUM PROCESSING.** USCIS guarantees that they will do 1 of 3 things within 15 business days of the receipt of the H-1B petition: approve the petition; request more evidence (if USCIS requests more evidence, then they are not limited to the 15 days when they receive the evidence); or deny the petition

** Please pick up the checks from MSU Voucher Processing and bring to OISS. Checks must accompany the completed petition. MSU Departments are responsible for all filing fees.*

Preparation of H-1B Packet:

1. OISS will review documents, completes necessary forms and prepares the H-1B packet to be sent to USCIS.
2. OISS will notify the Contact Person by e-mail when the packet is ready to be mailed to USCIS
3. Department will pick up “H-1B Packet” from OISS and will send to USCIS.
4. Department mails original “H-1B Packet” to USCIS: [The department will be responsible for express mailing the petition to the USCIS Service Center using a mail service that tracks the package (eg. Federal Express, UPS).]
5. Department returns the 2 original Internal Notices of filing of the LCA after they have been posted for 10 days.
6. Have employee sign and return “Acknowledgment of Certified LCA” to OISS. This is maintained in the public access file. (This acknowledgement form will be in the H-1B materials that the Department picks up when the H-1B packet is complete).

United States Citizenship and Immigration Service (USCIS) ADDRESS:

Department of Homeland Security

United States Citizenship and Immigration Service

California Service Center]

24000 Avila Road

2nd Floor, Room 2312

Laguna Niguel, California 92677

Phone: 800-375-5283

For Premium Processing, please write “Premium processing” on the envelope.