

H-1B DEPARTMENT CHECK LIST

MICHIGAN STATE
UNIVERSITY

OFFICE FOR INTERNATIONAL STUDENTS AND SCHOLARS

Phone: 517.353.1720 | Fax: 517.355.4657

E-mail: oiiss@msu.edu | Web: www.oiiss.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 email). OISS will submit Prevailing Wage to the Department of Labor (DOL) and send you an email notifying you the date the prevailing wage was submitted. It may take up to 7 months to receive prevailing wage determination. While prevailing wage is pending, complete Export Control Worksheet (<http://www.exportcontrols.msu.edu>). ECTS will process the form and notify OISS when form is approved. Any questions about ECW, please contact ECTS.

Once you receive an email 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 ECTS
- 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 \$2,805 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 calendar 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 until 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, complete necessary forms and prepare the H-1B packet to be sent to USCIS.
2. OISS will notify the department contact person by email when the packet is ready for a pick up.
3. Department will pick up “H-1B Packet” from OISS and will send to USCIS.
4. Department mails original “H-1B Packet” to USCIS: [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 business days.
6. OISS will email a copy of LCA and “Acknowledgment of Certified LCA” for employee to sign. Employee reviews and signs "LCA acknowledgment" and returns it to OISS.

United States Citizenship and Immigration Service (USCIS) MAILING ADDRESS <https://www.uscis.gov/i-129-addresses>

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