

H-1B DEPARTMENT CHECK LIST

MICHIGAN STATE
UNIVERSITY

OFFICE FOR INTERNATIONAL STUDENTS AND SCHOLARS

Phone: 517.353.1720 | Fax: 517.355.4657

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

Department: _____ Date: _____

Employee Name: _____

The H-1B Petition process has 3 main stages. Below is a checklist of what the department needs to do in each stage.

Stage 1: Prevailing Wage Determination (no sooner than 7 months before requested start date)

To initiate the H-1B petition process, please complete and email the “**H-1B Prevailing Wage Request Form**” to ebvisateam@msu.edu. The assigned petition advisor will verify this information with the sponsoring department and calculate a prevailing wage for the position using the information provided. Once the prevailing wage has been determined, you will be instructed to complete the following:

- ☐ Email completed and signed Internal Notice pdf to the assigned petition advisor
- ☐ Post Internal Notice upon review by petition advisor
- ☐ Email completed Actual Wage Statement to petition advisor
- ☐ Initiate Export Control Worksheet <http://www.exportcontrols.msu.edu>. (Any questions about ECW, please contact ECTS.)

Stage 2: Labor Condition Application (LCA) Certification (no sooner than 6 months before requested start date)

Once the petition advisor has received both the Internal Notice pdf and Actual Wage Statement and has verified the information, they will submit an LCA request. The LCA certification process will take 7-10 days. During this time, please prepare and submit the following:

- ☐ H-1B support letter signed by the Department Chair
- ☐ Employment Based Immigration Payment Authorization Form (see instructions on form)
- ☐ H-1B Part Time Certification (if applicable)

Stage 3: I-129 H-1B Petition Submission

The petition advisor will review all documents and complete necessary forms, preparing the H-1B packet for submission to USCIS. During this time, please send the following to OISS:

- ☐ Evidence that 2 Internal Notices for each employment location have been posted for at least 10 business days.

Once the H-1B petition packet is ready, if the H-1B petition packet is to be mailed, the following will happen:

1. The petition advisor will notify the department contact person by email when the packet is ready for a pick up.
2. Department will pick up “H-1B Packet” from OISS
3. Department will mail contents of “H-1B Packet” to USCIS. (See mailing instructions for more information.)

If the H-1B petition will be submitted online, the petition advisor will notify the department contact of the date of submission and receipt number.