H-1B Petition Process from Start to Finish
H-1B Visa Petition Process Future State for ‘Existing Staff / H Extensions’

BNL’s Office of International Services (OIS) receives Hire Package from Recruiter electronically for visa determination and start date

BNL’s Office of International Services (OIS) determines type of visa and start date; Offer letter is signed

BNL’s OIS creates an electronic file in Lawlogix for foreign national and prints out needed documents

BNL’s Office of International Services (OIS) receives complete Hire Package from Recruiter electronically

BNL’s OIS logs ETA number from iCERT in electronic logbook

BNL’s OIS receives approval notification from the Dept. of Labor via email

BNL’s OIS prints, signs & dates the LCA and logs date of certification in electronic logbook

After 10 days postings are removed, OIS signs & dates posting, files actual LCA posted in public access file, and updates (electronic) logbook

OIS places original LCA and specific cover sheet (template) in original public access file, creates public access file with LCA copy, salary verification (offer letter), copy of prevailing wage sheet, and posting sheet (file and locations of 2 postings)

BNL’s OIS corrects errors and re-submits LCA

Dept. of Labor makes determination regarding the LCA/iCERT

Certified

Denied

BNL’s OIS requests LCA through ICERT (2) posts LCA in Dept. and HR for 10 business days (3) submits LCA through ICERT Portal. The dates for items 1 – 3 are all recorded in Lawlogix

OIS requests checks through PeopleSoft Financials (soon to be implemented)

Host Dept. approves check requisition

Accounts Payable processes checks

BNL’s OIS receives notification and picks up checks

OIS prepares and signs letter of support

BNL’s OIS requests input to letter of support from PI; using a template letter(s)

Principle Investigator submits requested information for letter of support to OIS

OIS prepares Visa petition forms for foreign national (two electronic forms - employee petition and premium processing)

BNL’s OIS sends forms via email and requests signature

Foreign nationals dependant signs forms and returns to OIS with visa fee (in person or by mail)

BNL’s OIS prepares Visa petition forms for dependant

Is all info/doc, complete, legible and accurate?

BNL’s OIS receives and reviews necessary info/doc from foreign national

Not initial H & foreign national has dependants?

BNL’s OIS prepares Visa petition forms for dependant

Yes

No

BNL’s OIS prepares Visa petition forms for foreign national

Yes

No

BNL’s OIS receives necessary info/doc from foreign national

Not initial H & foreign national has dependants?

OIS receives forms, verifies, and signs

Note: Dates in the above process are recorded in Lawlogix