

		H-1B PETITION - NEW HIRE				
		#1	#2	#3	#4	#5
		Preliminary Process	Case Initiation	Case Processing / USCIS Adjudication	Post-Approval / Arrival to US	Post Arrival and Beyond
WHO	TADI; Applicant; Hiring Manager; Visa Office ("VO")	VO; Applicant	VO	VO; Applicant	VO; Applicant	
TIMELINE	Ideal Timeline: 1 - 5 days	Ideal Timeline: 1 - 2 weeks for complete information gathering	Ideal Timeline: Case processing - 2 weeks	1 - 2 weeks for approval arrival and forwarding to the applicant (only if abroad); 1-6 months for visa stamp completion	1 - 3 days after start date	
TASKS	Offer letter sent to applicant; VO notified and work with applicant to initiate the new case in the case management system.	VO requests P/T code for the H-1B filing fees from hiring manager; then requests checks from accounting.	Once LCA is approved by DOL, checks are issued, and US eval rcvd, VO finalizes the H-1B petition for filing.	VO sends the original H-1B approval notice to the applicant abroad; they use it to apply for the visa stamp at a US Consulate	On the first day of employment, VO reviews applicant's documents and completes the Hire process in Workday	
TASKS		If applicant provides a foreign degree, it is sent to US evaluator.	H-1B petition mailed to the USCIS	Visa stamping may take 2 weeks - several months, depending on the country of origin, time of year, and other applicant related issues.	VO updates the case management system with the applicant's expiration date and the reminder to initiate extension of status.	
TASKS		VO prepares the LCA and submits to DOL	USCIS takes 15 days to process the H-1B petition and issue their decision.	Applicant arrives in the US.	Employee keeps VO advised of any foreign travel requiring a new visa stamp	
TASKS		VO reviews info provided by applicant and requests missing items			After each travel abroad, Employee uploads the new I-94 document to their case management profile for VO review.	