



H-1B Visa Process Summary

What is the H-1B Visa? A temporary U.S. work visa for specialty occupations requiring a bachelor's degree or higher.

- Sponsored by a U.S. employer (e.g., HIU)
- Valid for up to 6 years (initial 3 years + 3-year extension)

Eligibility Criteria

- Position requires specialized bachelor's or advanced degree
- Employee must meet all qualifications at time of filing
- Employer must pay prevailing wage
- Employee must work only for the sponsoring employer

Required Forms at HIU

1. [H-1B Employee Information Form](#) (To be completed by prospective employee)
2. [HIU H-1B Request Form](#) (To be completed by hiring supervisor)

General Timeline

Step	Timeframe	Description
1. Initiate Request	6+ months before start date	Supervisor contacts OISS and submits forms
2. LCA Filing	1–2 weeks	OISS files Labor Condition Application with DOL
3. USCIS Filing	2–6 months	OISS files I-129; Premium Processing optional
4. Begin Employment	After approval	Employee may start once petition is approved

H 1B Filing Fees

Fee	Amount	Who Pays
USCIS I-129 Filing Fee	\$460	Employer
ACWIA Training Fee	\$750–\$1,500	Employer
Fraud Prevention Fee	\$500	Employer
Premium Processing (Optional)	\$2,805	Usually, Employer

Responsibilities

Employer:

- Submit accurate forms and job details
- Pay required wages and fees
- Notify USCIS if job ends or changes

Employee:

- Maintain legal status
- Work only in approved role
- File timely extensions or amendments

Contact

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