



## H-1B Specialty Occupation Request Timeline Overview - UCCS

### ESTIMATED TIME FROM START TO SUBMISSION TO USCIS: 6 - 8 WEEKS.

Sponsoring department submits [UCCS I-129 H-1B/O-1 Export Control Form](#) to Michael Sanderson ([exportco@uccs.edu](mailto:exportco@uccs.edu) / 719-255-304).

- Documentation from review must be uploaded in the *Visa Export Controls/License Certification* e-form.

**Processing Time: 2-4 weeks**



Sponsoring department submits Journal Entry to pay CU Boulder for filing the H-1B petition.

The sponsoring department gathers documentation and submits a complete *H-1B Specialty Occupation Request* to ISSS via the [Departmental Services portal](#).

ISSS reviews the *Request*. If documents are missing or additional information is needed, ISSS contacts the sponsoring department and/or H-1B beneficiary.

**ISSS Processing Time: 1-2 weeks**

ISSS analyzes and determines an appropriate prevailing wage based on U.S. Department of Labor (DOL) requirements.

**ISSS Processing Time: 1 week**

After the prevailing wage determination is complete, ISSS submits a Labor Condition Application (LCA) to the DOL.

**DOL Processing Time: 1 week**

After the LCA is certified, ISSS prepares the H-1B petition. ISSS contacts the sponsoring department staff member with a P-Card and submits the H-1B petition online to U.S. Citizenship and Immigration Services (USCIS).

**USCIS Processing Time: 4-8 months for regular processing**

**15 business days (not including federal holidays) for [premium processing](#) unless USCIS requests additional evidence**

All [H-1B fees](#) must be paid by the sponsoring department through a P-Card.

- In limited instances, the H-1B employee may pay the premium processing fee. Contact ISSS for details.