

Attachment 1 Timeline

Path 1 Step-by-Step

Path 1			
Employment by UMass	Responsibility	Description	Estimated time line (days)
UMass Venture Center License (Membership) Agreement	Applicant	The applicant has to sign a license agreement with the UMass Venture Center for H1B process to commence	0
UMass HR Hiring Forms for Non-Benefitted, Part-Time Position (PDQ, M-4, W-4, I-9, self-identification form, retirement savings plan, direct deposit, HIRD form)	Applicant and UMass Venture Center	Applicant has to complete the package and send to VDC	7
Position Description (PD), non-benefitted requisition, Personnel Action Form (PAF)	UMass Venture Center, Provost and HR	Once the UMass Venture Center receives the non-benefitted package, it forwards it to Provost along with PD, non-benefitted requisition and PAF	10
UMass HR H1B Request Form	UMass Venture Center, Provost and HR	VDC completes the form and sends it to Provost with the non-benefitted package. After approval, the documents go to HR	10
UMass Prospective International Employee Data Form	Applicant and UMass	UMass International Students Office sends the form to the applicant, who completes it and sends it back. Once Office has all the docs, it forwards it to UMass attorneys	17
H1B Process			
Information Gathering	Applicant	Complete questionnaires or join immigration portal to upload documents and complete information needed	20

Review of Information by Attorneys	UMass Attorney	Upon receipt of information, the UMass attorney will review the job offered to ensure it meets H-1B requirements; immigration documents to advise of any possible issues regarding timing, start date for job offered; any other issues for discussion with employer; review of applicant's degree to see if an equivalency is necessary	21
Prevailing Wage	UMass Attorney and DOL	According to US Department of Labor laws, the employer may not pay the H-1B employee a wage that is lower than prevailing wage. Attorney will review the wage offer, job title, duties, location(s) where work will be performed to obtain a prevailing wage that meets government standards	25
Labor Condition Application (LCA)	UMass Attorney, DOL and HR	Once the prevailing wage is determined, HR will receive a Notice of Filing the LCA. This notice gives relevant wage and employment information and must be posted at the place of employment. As soon as the notice is posted, the UMass Boston attorney will file the LCA with the US Department of Labor. A certified LCA is required for every H-1B petition filing. It takes a minimum of seven business days for US DOL to process the LCA.	30
Preparation of H-1B Petition Forms and Supporting Documents	UMass Attorney and HR	While the LCA is processing, attorney will draft the H-1B petition, supporting documents, and send them to the HR for review and signatures. At that time, UMass Boston attorney will also request government filing fees: \$325 base fee; \$500 anti-fraud fee; \$1500 or \$750 US Training fee depending upon size of employer; and possible premium processing fee of \$1225. These fees do not include legal fee. In accordance with US DOL rules, the fees associated with the H-1B process are considered a business expense to be paid by the employer.	40
Filing the H-1B Petition	UMass Attorney and HR	When we receive from the employer the signed petition and supporting documents, filing fees, and certified LCA, we will file the entire H-1B package with US Customs and Immigration. Current	50

		processing time is four to five months for a decision, or 15 days if premium processing is elected.	
Post Decision	UMass Attorney and HR	Once the H-1B petition is approved, UMass and the applicant will receive complete information regarding H-1B status, I-9 verification, and related international travel issues.	65
Applying for visa	UMass Attorney and Applicant	Applicant makes an appointment in local US embassy to apply for a visa.	70