

## H-1B/ TN/ E-3 Application – Process Overview

Hiring Unit
Consult with FSIS on immigration status/ requirements/ job offer
Complete and submit <a href="#">authorization form</a> with listed support documents to FSIS
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FSIS
Set up case in INSZoom Case Management System; Request documents/information from unit and foreign national
Charge unit processing fee via SUB
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Hiring Unit
Complete case questionnaire sent by FSIS
🔄
Foreign National
Complete case questionnaire sent by FSIS and upload requested documents
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Hiring Unit + Dean's Office/HR + Export Control Program
Complete <a href="#">Deemed Export Attestation</a> (with assistance from Export Control Program: instructions provided by FSIS) */**
Complete <a href="#">Actual Wage Determination</a> (with assistance from Dean's Office or HR: instructions provided by FSIS) *
🔄
FSIS
Determine occupational classification and establish required wage
Prepare and post Notice of Filing + File Labor Condition Application with Office of Foreign Labor Certification
Advise international employee and department on eligibility and related matters
Prepare petition/application and submit to USCIS ***
Charge USCIS filing fee to unit via SUB
Respond to Requests for Evidence, as needed
Send final approval documents to hiring unit and foreign national for visa application

### NOTE

FSIS needs 4-6 weeks to prepare an application. USCIS processing times vary; may take 2-12 months unless Premium Processing requested (15 business days)

\* Not required for TN requests

\*\* Not required for E-3 requests

\*\*\* Before submission, courtesy copy for review sent to foreign national and hiring unit