

H-1B Visa Sponsorship Checklist for Employers

This checklist provides a step-by-step guide for U.S. employers on how to successfully sponsor an H-1B visa for foreign workers.

- 1. Ensure the Job is a Specialty Occupation**
 - Confirm the role requires a bachelor's degree or equivalent.
 - Verify that the position involves specialized and complex duties typically associated with a degree.
 - Ensure potential hires meet educational and licensing requirements.
- 2. Determine Pay Rate**
 - Calculate the wage as the higher of the prevailing wage or the employer's in-house wage.
 - Obtain prevailing wage information from approved sources.
- 3. Notify U.S. Workers**
 - Post H-1B job details at the workplace or electronically.
 - Display the information for a minimum of 10 days.
- 4. Submit Labor Condition Application (LCA) to DOL**
 - File the LCA electronically using the FLAG System.
 - Include all employment locations in the application.
 - Note that there is no fee for the LCA.
- 5. Register for the H-1B Lottery with USCIS**
 - Register online between March 1 and March 20.
 - Pay a \$10 registration fee.
- 6. Await Lottery Selection**
 - If selected, expect notification by March 31.
- 7. File Form I-129 for Selected Beneficiaries**
 - File within 90 days of selection, starting April 1.
 - Be prepared for various fees, including the base fee, ACWIA fee, fraud prevention fee, Public Law 114-113 fee, premium processing fee, and the registration fee.
- 8. Prospective Workers Apply for Visa/Admission**
 - After I-129 approval, foreign workers should apply for the H-1B visa at a U.S. embassy or consulate.

How to Use This Checklist

To effectively utilize this checklist for sponsoring H-1B visas in 2023, begin by reviewing the checklist's one-sentence overview to understand its purpose. Proceed step by step, starting with "Ensure the Job is a Specialty Occupation," and check off each task as it's completed. Collect all necessary information and documentation as you progress, and take note of deadlines and fees. For a more comprehensive understanding, refer to the H1-B visa guide mentioned in the overview. Maintain organized records of your progress and documents, and seek professional assistance if needed for complex questions. Stay informed about any immigration policy updates that may affect the process. This checklist serves as a practical and efficient tool to navigate H-1B visa sponsorship as an employer.