

### SIMPLIFIED PROCEDURES FOR H-1B VISA PROCESSING

A visa category allowing work in the US for 3 years (extendable to 6) in specialized fields for which AU cannot find acceptable US candidates. Institutions of higher education are currently exempt from H-1B quotas.

1. Contact Ms. Sue Ann Balch, Assistant Director Immigration Compliance, early in the process.
2. Prevailing wage determination. Can be done prior to the search if international applicants are expected.

- A. Done through the Alabama Department of Labor
  - i. Fees: free service
  - ii. Time period: up to 30 days
- B. Done through AU immigration attorney
  - i. Fees: \$100
  - ii. Time period: up to 30 days (but presumably faster)

3. Complete I-129 (application for H-1B visa). The form is 17 pages long, with 16 pages of instructions. If attorneys are used, all legal fees are the responsibility of the candidate and/or the AU hiring authority. All H-1B applications must undergo review by the AU immigration attorney.

- A. Time period: expect 30 days
- B. Fees
  - i. Document preparation: \$1,200 to \$1,500
  - ii. Review by Auburn immigration attorney: \$300 or more

4. Submit I-129 to the US Citizenship and Immigration Service (USCIS) and Department of Homeland Security (DHS). All fees are the responsibility of the candidate and/or the AU hiring authority.

- A. Time period
  - i. Standard: 120 days or more
  - ii. Premium: 21 days or less
- B. Fees:
  - i. Standard I-129 processing
    - a. DHS Security Fee: \$500
    - b. USCIS H-1B Filing Fee: \$320
  - ii. Premium I-129 processing
    - a. DHS Security Fee: \$500
    - b. USCIS H-1B Premium Processing Fee: \$1,000

5. Please remember that Auburn University sponsors the H-1B application, not the candidate, and is therefore responsible for associated legal fees. State funds cannot be used for this purpose.