**Johns Hopkins University**
**Office of International Services**
**H-1B Business Process**

**Color Index**
- Department – Grey
- OIS – Blue
- H-1B Applicant – Yellow
- Export Control Office – Orange

**IMPORTANT REMINDER:**
All hiring departments are required to report any proposed changes in H-1B applicant’s employment conditions (incl. promotion, transfer, termination, etc.) to the OIS well in advance of the proposed change. Changes may require an amendment to the petition which requires AT LEAST 3 months to process.

**Department**
- Completes H-1B e-form training & requests iHopkins Access
- Performs “search” in iHopkins to ensure the H-1B applicant does not exist in the system
- Creates a user profile for the H-1B applicant in iHopkins

**OIS**
- Provides iHopkins log-in information (via iHopkins link) to the H-1B applicant
- Requests iHopkins Access
- Creates a user profile for the H-1B applicant in iHopkins
- Performs “search” in iHopkins to ensure the H-1B applicant does not exist in the system
- Provides iHopkins login information (via iHopkins link) to the applicant
- Requires to complete required eForms

**H-1B Applicant**
- Completes eForms via iHopkins, incl. (1) H-1B Applicant Information, and (2) Permanent Residency Statement
- Requests LCA
- Accesses iHopkins to complete required eForms

**Export Control Officer**
- Approves & completes the recommendation

**OIS**
- Reviews the documents received & assigns the case to an advisor
- Reviews file for completeness & obtains LCA acknowledgment
- Drafts LCA & posting notice for Dept. review
- Prepares petition & submits case to USCIS
- Submits LCA to DOL for certification
- Reviews the documents received & assigns the case to an advisor
- Approves the Visa Sponsorship eForm via iHopkins
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- Approves the Visa Sponsorship eForm via iHopkins
- Drafts LCA & posting notice for Dept. review
- Prepares petition & submits case to USCIS

**DOL**
- Returns LCA to OIS in 7-10 days

**USCIS**
- Takes action [Approves, Requests Additional Evidence or Denies Petition]

**Dept.**
- Reviews & approves posting information
- Requests checks for filing fees & submits the checks to the OIS
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**Export Control Officer**
- Approves & completes the recommendation

**OIS Advisor**
- Conducts prevailing & actual wage analysis

**H-1B Applicant**
- Collects all req. docs on checklist & submits them to OIS using H-1B Employment @jhu.edu
- If H-1B is sponsoring H-1B dependent, original I-539 and fee are sent by H-1B applicant to OIS by standard or express mail

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