Preparing the H-1B Petition in Terra Dotta System

Hiring unit submits New Sponsorship Request in TDS

IFSS evaluates position and person for H-1B eligibility

H-1B eligible?

yes

Hiring unit AND employee enter info and upload docs into TDS

IFSS determines prevailing wage and files LCA

IFSS reviews documents and prepares the I-129 (& I-907)

IFSS submits petition to USCIS

no

H-1B cannot be filed. IFSS discusses possible options with hiring unit.

For H-1B extension, click “apply H-1B extension” in active card.

Note: IFSS cannot start the H-1B process more than six (6) months before the start date of the petition.

Processing times vary based on:

1. How timely and accurately the employee provides required information and documents.
2. How timely and accurately the hiring unit provides the required information and documents.
3. IFSS workload
4. USCIS processing times