

Labor Condition Application (LCA) Checklist for H-1B Visa Sponsorships

Hiring Managers should use this checklist to assemble information necessary to complete and file a **certified Labor Condition Application (LCA)** included with an H-1B Visa petition. Please contact [International Student and Scholar Programs \(ISSP\)](#) for questions regarding your H-1B, or refer to [Requesting H-1B](#) information.

1. **Complete, print, and submit the [Prevailing Wage Request Form](#).** Complete all highlighted items except for those that are marked "To be completed by HR". **Please read and follow all instructions carefully. Prevailing Wage Requests are returned for errors or omissions and resubmitted to the DOL.**
2. **Submit a cover memo on department letterhead requesting the LCA.** Include the applicant's name and position, part-time or full-time, annual salary, salary methodology (how salary was derived), length of stay (beginning and ending dates of employment), place of employment, and the name, address, phone number and email address of the department contact (preferably the person requesting the LCA.). Also attach a copy of the applicant/employee's job description and current resume or CV.

NOTE: Applicants may initially be granted H-1B status for three years with additional extensions up to a maximum of six years. **Each extension is treated as a new LCA and all information is resubmitted to the DOL.**

3. **Email the completed Prevailing Wage Request (ETA 9141) interactive form and cover memo** to Janice Parmer, jparmer@emory.edu . Please do not fax the interactive Prevailing Wage Request form. Mail originals to her attention in the Human Resources Main Lobby, 1599 Clifton Road.
4. The Prevailing Wage Request will be manually mailed to the U.S. Department of Labor (DOL) located in Washington, DC, for a prevailing wage determination to ensure the salary offered the H-1B equals or exceeds the prevailing wage.
5. The **DOL will return the Prevailing Wage Request** in a minimum of 60 days; however, **it will likely take as long as two months or more to receive the prevailing wage determination.** If there is a discrepancy, Human Resources will contact the requesting department for resolution.
6. Once the Prevailing Wage Determination is received from the DOL, Human Resources will send a 10-Day Posting Notice to the HR Rep to be posted for 10 days. The HR Rep must send an email confirmation to Janice Parmer, stating that the notice has been posted. The LCA CANNOT be filed until there is confirmation that the department has posted the notice.
7. Once the 10-Day Posting confirmation has been received from the HR Rep, Human Resources will electronically file for the certified LCA. This will be returned in approximately 2 weeks.
8. Once Human Resources received the notification that the LCA has been approved, Janice Parmer will send a copy of the Certified LCA to the HR Rep and the ISSP Office.
9. A copy of the certified LCA will be posted in Human Resources for 10 business days.
10. **The Department's copy of the 10-Day Notice must be completed and sent to Janice Parmer upon the expiration of the 10 business days** for filing with the H-1B public records.

