UNITED
WORK & TRAVEL

H-2B Step by Step Filing Process

Steps to Obtain H2B Certification	Approximate Processing Times
Step 1: Determine Temporary/Seasonal Need/Complete Paperwork	• Submit Schedule A (Payroll documents) and Information Sheet to UWT. • Submit all signed paperwork by mid - September
Step 2: Obtain a Prevailing Wage (PWD)	• Anytime after 7/1/24 • Typically takes USDOL about 45-60 days to process a PWD.
Step 3: File H-2B Labor Certification Application and Job Order	• File 9142 in FLAG portal 75-90 days prior to start date. (ex. File 1/1/25 for a 4/1/25 start date) • A completed Job Order must be submitted to the State Workforce Agency (SWA) in the state the worksite is located in.
Step 4: USDOL First Action	• USDOL will either issue a Notice of Acceptance (NOA) or Notice of Deficiency (NOD) • NOA – Will be issued if all regulatory requirements are met. Move forward with next step. • NOD – Will be issued if USDOL needs additional information on anything – payroll records, seasonality, clerical mistakes, etc. UWT will respond the same day (or as soon as additional information is received) to the NOD so that an NOA can be issued. • **Please note: NODs are very common for first time employers.**

Step 5: Recruitment Period	• The employer must conduct recruitment for 15 calendar days from the date the NOA is issued. • Online Job Order that was submitted with the Labor Certification Application will be activated by the SWA until 21 days before the start of need. (UWT will prescreen any applicants and send any eligible candidates to you for further interviewing). • Flier (prepared and sent to you by UWT) will need to be posted for 15 calendar days – pictures submitted to UWT. • Recruitment Report (prepared by UWT) including information regarding previous domestic employees and current applicants must be submitted on day 15 after receiving the NOA
Step 6: Receive Labor Certification	• Once the Recruitment Report is submitted to USDOL, they typically issue a Labor Certification within 1-5 business days.
Step 7: Submit to USCIS	• UWT will compile a petition and submit an I-129 and all signature pages to USCIS. Petitions are typically sent to USCIS the same day a Labor Certification is received via FedEx overnight delivery. • USCIS has 15 days from the receipt date to make a determination through Premium Processing.

Timeline Example for an April 1, 2025 start date:

File for Prevailing Wage: Between July 1, 2024 – November 1, 2024

Contracts/Signature Packets Sent Out: Mid-August – Mid-September

Receive PWD: Between August 1, 2024 – December 15, 2024

File H2B Job Order with SWA: January 1, 2025

File 9142 Labor Certification Application: January 1, 2025

Lottery Results: January 5-7, 2025

UDSOL First Action: A Lottery: Ealy January – Early February
                                             B Lottery: Early – Late February
                                             C Lottery: Late February – mid-March
                                             D Lottery: Mid-March – Late March
                                             E Lottery: Late March – Early April
                                             F Lottery: Early April – Mid-April
                                             G Lottery: Mid-April – Late April

Recruitment Period: A Lottery: Mid-January – Mid-February
                                             B Lottery: Mid - Late February
                                             C Lottery: Mid - Late March
                                             D Lottery: Late March – Early April
                                             E Lottery: Early – Mid April
                                             F Lottery: Mid – Late April
                                             G Lottery: Late April – Early May

Final Determination Issued/File   A Lottery: Mid-January – Mid-February
With USCIS   B Lottery: Mid - Late February
                                             C Lottery: Mid - Late March
                                             D Lottery: Late March – Early April
                                             E Lottery: Early – Mid April
                                             F Lottery: Mid – Late April
                                             G Lottery: Late April – Early May

Final USCIS Approval: A Lottery: Late January – Late February
                                             B Lottery: Late February – Mid-March
                                             C Lottery: Late March – Early April
                                             D Lottery: Early- Mid April

E Lottery: Mid-Late April
F Lottery: Early May
G Lottery: Mid May

Once USCIS approval is received, H2B workers will be able to begin going to the embassy. Embassy processing times vary by year and by country. Once the worker is embassy approved, flights will be scheduled, and workers may begin arriving on the start date or after.

**Please note that all dates are estimated and are approximate dates. Employers can check processing times anytime at https://flag.dol.gov/processingtimes