**Hiring Unit**

- Consult with FSIS on immigration status/requirements/job offer
- Complete and submit [authorization form](#) with listed support documents to FSIS

**FSIS**

- Set up case in INSZoom Case Management System
- Request documents/information from unit and foreign national
- Charge unit processing fee via SUB

**Hiring Unit + SSC**

- Complete case questionnaire sent by FSIS
- Request USCIS filing fee checks from SSC (instructions provided by FSIS)

**Foreign National**

- Complete case questionnaire sent by FSIS and upload requested documents

**Hiring Unit + Dean's Office/HR + Export Control Program**

- Complete [Deemed Export Attestation](#) (with assistance from Export Control Program: instructions provided by FSIS) **/**
- Complete [Actual Wage Determination](#) (with assistance from Dean's Office or HR: instructions provided by FSIS) *
- Post LCA notification document (instructions provided by FSIS) *

**FSIS**

- Calculate required wage
- Prepare petition/application and submit to USCIS ***
- Send final approval documents to hiring unit and foreign national for visa application

**NOTE**

FSIS needs 4-6 weeks to prepare an application
USCIS processing times vary; may take 2-12 months unless Premium Processing requested (15 days)

* Not required for TN requests
** Not required for E-3 requests
*** Before submission, courtesy copy for review sent to foreign national and hiring unit