

ACTION TIMELINE OF THE SPECIAL HANDLING LABOR CERTIFICATION PROCESS*

Step	Actions to be Taken / By Whom	Needed from SISS	Needed from Department	Needed from Professor
#1 Initiation of Case	SISS informs WSM of new case and provides contact information. WSM sends questionnaires document checklist to dept. and professor.	Name and e-mail address of dept. contact; name and e-mail address of professor.	<i>n/a</i>	<i>n/a</i>
#2 Questionnaire and Document Submission	Professor and dept. complete questionnaires and send required documents to WSM. WSM reviews.	H-1B/O-1 petition, H-1B/O-1 approval/receipt notice, and authorization for outside counsel.	Questionnaire, search plan, print or qualifying electronic ads ¹ , recommendation-to-hire letter, final recruitment report, appointment letter.	Questionnaire, CV, copy of diploma, board certifications & medical license (if applicable); copy of I-94.
#3 Meeting at SISS	WSM meets with professor, dept. and SISS to discuss process and any issues.	Signed authorization for use of outside counsel.	Signed authorization for use of outside counsel.	<i>n/a</i>
#4 Assessment, Prioritization & Follow-Up	WSM reviews all newly received cases, prioritizes cases by urgency, and confirms eligibility for special handling..	All required info and documents must be provided to WSM to proceed further.	All required info and documents must be provided to WSM to proceed further.	All required info and documents must be provided to WSM to proceed further.
#5 Prevailing Wage Request	WSM submits a request for a Prevailing Wage Determination to the DOL.	<i>n/a (unless there are problems in obtaining a usable prevailing wage)</i>	Confirmation that job duties and requirements are accurate.	Confirmation that experience letters can be obtained.
#6 Job Notices and Experience Letters	WSM sends job notices to dept. for posting; sends template experience letters to professor.	<i>n/a</i>	Posts job notices, per WSM instructions.	Obtains evidence of experience per WSM instructions.
#7 Drafting of Documents	WSM drafts application forms and university support letter; sends form draft to dept., professor & SISS review.	Review of forms; notification of any changes required.	Review of forms; notification of any changes required.	Review of forms; notification of any changes required.
#8 Signing of Documents	WSM sends complete draft of application forms to professor, dept., and SISS to review; sends support letter to department to obtain signature.	Signature on form.	Signature on form; finalized support letter signed by appropriate university official.	Signature on form.
#9 Filing of Application	Once all documents received, WSM files application with the DOL.	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
#10 The Pending Application	While application is pending, WSM tracks for processing.	<i>n/a (unless audited or erroneously denied)</i>	<i>n/a (unless audited or erroneously denied)</i>	<i>n/a (unless audited or erroneously denied)</i>

¹ Please see FAQ for instructions regarding qualifying electronic ads.

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#11 Final Determination	WSM forwards approved application to SISS along with document retention folder and any original docs of the professor.	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
#12 End of Case	Unless professor retains WSM for I-485 application after I-140 is approved, WSM closes file.	Sends Acknowledgement of Receipt to WSM.	<i>n/a</i>	<i>n/a</i>

*The Special Handling Process generally takes 3-5 months from initiation of case to filing unless recruitment for the position is not complete at time case initiated. A re-recruitment case will generally take 6-9 months from initiation to filing. In most cases it takes less than 2-3 weeks from time of filing to final determination. Please see the accompanying "Special Handling FAQs" for a detailed description of each step of the process.