

Step by Step

Department

ICS

Fragomen

THIS DOCUMENT SHOWS YOU EACH STEP OF THE PROCESS; FROM CASE
INITIATION TO APPROVAL
IMMIGRATION COMPLIANCE SERVICES



Department submits case in Fragomen Portal.



ICS emails department when the questionnaire is received.



ICS emails department with any follow up questions or request for documents.



ICS emails department when the questionnaire is approved.



Fragomen emails international employee (IE) to provide documents and complete questionnaire. The IE will receive two emails from Fragomen – one with document request the other with information on accessing the portal to complete the questionnaire



ICS emails department if Fragomen has questions on the job description or choice of SOC Codes.



ICS emails the department when case is in the LCA phase and requests filing fee checks. Filing fee checks may have been previously requested in the questionnaire approval email if the case is within 6 months of the start date.



Filing fee checks to be personally dropped off to ICS. This can be done earlier if the filing fee checks were requested at the time the questionnaire was approved.



ICS receives USCIS forms for review, signature, and return to Fragomen.



Fragomen submits the petition to USCIS.



Fragomen contacts ICS, department, and IE when petition is sent to USCIS.



Fragomen contacts ICS, department, and IE when Fragomen receives the electronic receipt notice.



Fragomen contacts ICS, department, and IE when Fragomen receives the electronic approval notice.



Fragomen contacts ICS, department, and IE when Fragomen receives the original approval notice and sends it by FedEx to ICS.



ICS emails department upon receipt of the approval notice to pick up from ICS.