

H-1B Temporary Specialty Worker Request Checklist

In order to begin the application process, Departments and divisions must submit a complete electronic H-1B application packet through [iGlobal](#). This starts the process with IFSS. IFSS reviews the paperwork submitted within 10 business days of receipt.

Documents from Department

- Actual Wage Determination Worksheet** (not required for unionized positions, unless salary falls off-scale)
- Salary Scale**
- Completed **Deemed Export Control Certification**
- Letter of Support** on letterhead, signed within 60 days. Please see letter template(s).
- Copy of job description, posting, or announcement** (includes job duties, the required education, and any prior work experience)
- USCIS filing fee(s)**, in the form of separate checks made payable to “**US Department of Homeland Security**” must be provided in order to submit the petition to USCIS. It is the responsibility of the hiring department to provide checks to IFSS. All H-1B filing fees must be paid by the hiring department. Except for Premium Processing, these fees cannot be paid by or passed on to the employee.
 - \$460** **Form I-129 Petition for a Nonimmigrant Worker filing fee**
 - \$500** **Fraud Detection & Protection Fee (for new, transfer, or concurrent petitions)**
 - \$2,800** **Recommended Premium Processing Fee**
- Recharge Form for IFSS Processing Fee**, payable via recharge/FOAPAL number. Must be paid by University funds. Cannot be paid personally.
- \$2,000** **IFSS Processing fee**

Important Notes

You may request H-1B status for up to three-years at a time for a maximum of 6 years. H-1B requests do NOT require an existing appointment, so long as there is a reasonable expectation that the employment will continue.

IFSS recommends premium processing service to reduce adjudication time to 15 days in nearly all cases. The employer is required to pay for Premium Processing in cases of business necessity such as to ensure a certain start date or avoid a lapse in employment. In certain circumstances, such as a need for personal travel or a dependent Drivers License, the employee may pay for Premium Processing personally.

Documents from Employee

Degree/diploma, highest degree earned

- US degree: If degree/diploma does not state the field of study, submit a copy of your transcript. If the diploma has not yet been received, provide an official transcript or school letter verifying degree in “XYZ field” has been completed.
- Foreign degree: If degree was earned outside of the US, provide a credential evaluation as documentation that your degree is equivalent to a US degree. The evaluation should include field of study, a detailed description of the material evaluated, and brief qualification and experience of the evaluator. Submit all pages of the credential evaluation report. Include original diploma or transcripts with English translation of all included materials. If degree/diploma does not state the field of study, submit a copy of your transcript.

- CV or Resume.** Do not need to include personal, immigration, volunteer information or grants received.

Passport Biographical page(s)

If currently or previously in the US:

- I-94 Arrival/Departure Record - <https://i94.cbp.dhs.gov/I94>
- If **F status** (F-1/F-2): All I-20s issued and EAD card(s) for OPT/STEM OPT, if applicable, and 2-3 months of pay stubs
- If **J status** (J-1/J-2): All DS-2019s, J visa stamp, and copy of USCIS Form I-612 Waiver Approval Notice (if subject to 212(e) two-year home residency requirement), and 2-3 months of pay stubs
- If **TN status**: Proof of employment such as W-2 or 2-3 months of pay stubs
- If **H status** (H-1B or H-4): all I-797A Approval Notices; 2-3 months of pay stubs
- If ever issued an **Employment Authorization Document** (EAD)- front and back of all card(s).
- Any Form I-140, I-130, ETA-9089, and/or I-485 receipt or approval notice, if applicable

Dependents

If your dependents are currently in the US and plan to apply to change or extend their H-4 status:

- Original Form I-539, available at <https://www.uscis.gov/forms>. Use the paper form, do not e-file.
- \$470, payable to “US Department of Homeland Security.”
- Passport identification page(s), with an expiration date, for each dependent.
- I-94 Arrival/Departure Record for each dependent. <https://i94.cbp.dhs.gov/I94>
- Proof of Relationship - marriage certificate/license/birth certificates, with English translation, if needed.
- Visa stamp, relevant immigration documents: I-20s, DS-2019s, or any I-797A Approval Notice.

IFSS will submit the dependent package together with the employee’s H-1B application. Ultimate review and responsibility of the accuracy and completeness of the dependents’ package remains with the applicant.

If dependent(s) are outside the US, there is no need to file Form I-539. Upon approval of the H-1B petition, dependent spouse/children will need to apply for H-4 visa(s) to enter the U.S.