H-1B Temporary Specialty Worker Request Checklist

In order to begin the application process, please submit all Department and Employee items to ISSS at mailstop: Global Engagement. Do not staple the documents or submit double-sided pages. Please note hard copies of scanned documents and digital signatures are sufficient. ISSS will begin reviewing and processing the application at the time we receive all of the following documents in hard copy.

**Documents from Department**

- H-1B Department Application
- 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 ISSS. 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)
  - $2,500 Recommended Premium 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.

ISSS 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

- **H-1B Employee Information Sheet**
  Submit a completed Employee Information Sheet and one hard copy of the following items to the hiring department. **Single sided copies.** Do not staple documents.

- **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](https://i94.cbp.dhs.gov/I94)
  - If F status (F-1/F-2): All I-20s issued and EAD card(s) for OPT, if applicable, and 2-3 months of pay stubs (if STEM OPT)
  - 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)
  - 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, 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:

- Passport identification page(s), with an expiration date, for each dependent.
- I-94 departure record for each dependent. [https://i94.cbp.dhs.gov/I94](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.

As a courtesy, ISSS 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 US.