

## H-1B TEMPORARY SPECIALTY WORKER REQUEST CHECKLIST

### FROM INTERNATIONAL EMPLOYEE

- H-1B Employee Bio-Data Form**
- Copy of passport**
- If inside the U.S.,**
  - I-94 Arrival/Departure Record - <https://i94.cbp.dhs.gov/I94>
  - If **F Status** (F-1/F-2): All I-20's issued and EAD card(s) for OPT/STEM OPT, if applicable, and last 2 pay stubs if working on OPT/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), and last 2 pay stubs
  - If **H Status** (H-1B/H-4): All I-797A Approval Notices, and last 2 pay stubs
  - If ever issued an Employment Authorization Documents (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
- Curriculum Vitae**
- Copy of diploma** required for the position
- Translation of documents** with signed translator certification if documents are not in English
- Degree Equivalency Letter** if Ph.D. was conferred at a non-US institution
- Letter of Degree Completion**, if Ph.D. is not yet conferred at time of filing

### 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.
- \$370** I-539 filing fee, 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.

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.

## FROM THE HIRING COLLEGE

- Employment offer letter**
- Copy of job description**
- USCIS Filing fees:** 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 initial hires)
  - \$2805** Premium Processing Fee

### Important Notes

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.