

H-1B Checklist

All documents for the H-1B petition should be submitted at the same time. Please send the following documents at once to the OISSS:

- Checks made payable to the “Department of Homeland Security”
 - \$500 check for the antifraud fee (must be paid by the department)
 - \$325 check for the I-129 processing fee (must be paid by the department)
 - \$290 check if scholar has dependents in the U.S. who need to change or extend their status
 - \$1225 check if requesting premium processing (expedited processing, USCIS will respond within 15 days)
 - H-1B Service Request (signed by chair or principal investigator)
http://www.brown.edu/Administration/OISSS/departments/docs/h1b_service_req_for_depts.doc
 - Attestation regarding export control signed by the immediate supervisor of the H-1B beneficiary
http://www.brown.edu/Administration/OISSS/departments/docs/certification_re_export_control.pdf
 - Appointment letter
 - Position Description
 - Department Support Letter
http://www.brown.edu/Administration/OISSS/departments/docs/h_support_letter_template.pdf
 - Search reference letters (3 or fewer)
 - H-1B Applicant Information Form (completed by Scholar)
http://www.brown.edu/Administration/OISSS/scholars/docs/h1b_applicant_info_form.pdf
 - Curriculum Vitae
 - Copy of scholar’s highest degree with attached certified English translation if applicable
 - ◆ Equivalency Certifications of Foreign degrees, if applicable
 - A sampling of thesis and publication abstracts [3 or fewer]
 - Copies of alien’s U.S. entry visa in passport;
 - Passport page(s) bearing a photograph and passport expiration date;
 - Most recent I-94 Form (front and back) (departure and arrival record – a small white card usually stapled into the passport bearing a red stamp and an 11-digit number);
- * If the scholar is in F or J status:**
- Employment Authorization Document (EAD) issued by USCIS for employment on Optional Practical Training, if applicable.
 - I-20 Forms (both sides) for F-1 status periods, if applicable;
 - DS-2019 Forms for J-1 status periods, if applicable;
 - ◆ Waiver of the 2-year Home Residency Requirement, if applicable
- * If scholar is in H-1B status at another institution:**
- A letter from the institution indicating that the scholar is currently in H-1B status and still employed at that institution (official last day of employment should be indicated);
 - Copy of most recent earnings statement from current employer;
 - Copy of all previous H-1B approval notices;
- *If scholar presently has dependents in the U.S.:**
- I-539 Form for dependents of H-1B already in the United States;
 - Applicable immigration documents for each dependent (I-94 card front and back, biographical passport page, copy of dependent I-20/DS-2019 etc.)
 - ◆ Marriage certificate, with English translation if applicable