

## **H-1B Visa Petition Procedures and Checklist**

The H-1B petition process takes planning and time. When the Office of International Student and Scholar Services (OISSS) receives **all** the required documents from the hiring department and the employee, OISSS normally needs about **20 days** to process the application forms. **It takes an additional 90-120 days for U.S. Citizenship and Immigration Services (USCIS) to approve a case from the date it receives an application.** [Premium processing (15 days) is available from USCIS for an additional fee of \$1,000]. Please allow for sufficient time to process the H-1B petition.

The hiring department should complete the H-1 service request form. At the same time, the incoming faculty or staff member should first fill out the H-1B Applicant Data Sheet.

- H-1B Service Request [Submitted by Chair, or Principal Investigator, one copy]
  - Appointment letter
  - Position Description
  - \$500 check to “U.S. Department of Homeland Security” in payment of “Anti-fraud fee”
- H-1B Applicant Information Form [Submitted by Employee]

### **Prevailing Wage Determination and Labor Condition Application.**

Required posting of 10 working days [Initiated by OISSS]:

- LCA Certification [Signed by Department]
- LCA Posting Attestation [Signed by Department]

### **Reference Documents** [Submitted by Department]

- Department Support Letter [link]
- Search Reference Letters [2 or 3]

### **Qualification Evidence** [Submitted by Employee]

#### **Professional qualifications**

- Curriculum Vitae
- Copy of alien’s highest degree with attached certified English translation if needed
  - Equivalency Certifications of Foreign degrees, if applicable
- A sampling of thesis and publication abstracts [3 or fewer]

### **Immigration History Documents**

- 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);
- 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
- I-539 Form for dependents of H-1B already in the United States;
  - Marriage certificate, with English translation if applicable
  - Applicable immigration documents for each dependent (I-94 card front and back, biographical passport page, copy of dependent I-20/DS-2019 etc.)
- \* **If 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
- Check(s) made payable to: “U.S. Department of Homeland Security”
  - \$320 (H-1B),
  - \$300 (I-539 Form, Dependents’ Change of Status Application)
  - \$1000 (Premium Processing).

Review and filing of H-1B petition to USCIS. [By OISSS]  
Final Adjudication [USCIS]

OISSS 10/2/08