

H-1B Visa Renewal Procedures and Checklist

The H-1B petition process takes planning and time. But those renewing visas previously processed by Brown can take a somewhat abbreviated route to completion. Upon receipt of **all** required documents from the hiring department and the employee, the Office of International Student and Scholar Services (OISSS) will need **20 days** to process the application forms. Nevertheless, H-1B regulations allow workers to continue employment once the renewal application is filed and before approval actually occurs.

Please note: If a visa stamp has expired and the H-1B beneficiary is out of the country, s/he will need to get a new and currently valid visa before re-entering the U.S.

Now to the checklist:

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

- [H-1B Service Request](#) [Submitted by Chair, or Principal Investigator]
 - Appointment letter
 - Position Description
- [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, one copy [Signed by Department]
- LCA Posting Attestation, one copy [Signed by Department]

Qualification Evidence [Submitted by Employee]

Professional Qualifications

- Curriculum Vitae [updated]
- Copy of alien's highest degree with attached English translation if needed
- Equivalency Certifications of Foreign Degrees, if applicable

Immigration Documentation

- New Immigration Documents since last approval, e.g. new passport,
- new visa; copy of most recent I-94 record (front and back);
- Copies of all previous H-1B approval notices (Form I-797);
- I-539 Form for dependents of H-1B already in the United States;
 - Marriage certificate, if applicable
- Copy of most recent pay record;

*** 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 earning statement from current employer

- Check(s) made payable to: "U.S. Department of Homeland Security"
in the amount of
 - \$320 I-129,
 - \$300 I-539 Form, Dependent Application (if applicable)
 - \$1000 Premium Processing (if applicable)

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

Final Adjudication [USCIS]

Congratulations!