



Office of International Student & Scholar Services

J. Walter Wilson, Suite 510
69 Brown Street, Box 1906
Providence, RI 02912
Email: oisss@brown.edu

Phone 401-863-2427
Fax 401-863-7543
www.brown.edu/oisss

H-1B Renewal 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”
 - \$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
 - 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
 - o Equivalency Certifications of Foreign degrees, if applicable
 - 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);
 - Copy of previous H-1B approval notices;
 - Copy of most recent earnings statement;
- * If the scholar has dependents presently in the U.S.:**
- Form I-539;
 - Marriage certificate, with English translation if applicable;
 - Copies previous H-4 approval notices;
 - Copy of passport, visa, and most recent I-94 card (front and back)