

H-1B Visa Information for Scholars

H-1B visas are employer specific visas. A department at Brown University **must** agree to sponsor an international scholar/ staff member **before** beginning the H-1B petition process. Scholars who are interested in petitioning for an H-1B visa should first consult with their department regarding their sponsorship of an H-1B visa.

Once your department agrees to sponsor your H-1B visa you can then begin the H-1B petition process. Please keep in mind 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 scholar it will take 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. USCIS offers Premium processing at an additional \$1000.00, which can expedite the adjudication process. Typically with Premium Processing USCIS will issue a decision within 15 calendar days from the day they received the H-1B application.

► The following information should be submitted by your department to begin the H-1B petition process:

- H-1B Service Request
- Appointment letter
- Position Description
- \$500 check to “U.S. Department of Homeland Security” in payment of the “Anti-Fraud fee”
- Department Support Letter ([Link](#))
- Search Reference Letters (2 or 3)

► The following information should be submitted by you:

Professional Qualifications

- H-1B Applicant Information Form
- Curriculum Vitae
- Copy of your highest degree with attached certified English translation if needed
 - Equivalency Certification 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 (Please visit

<http://www.uscis.gov/graphics/formsfee/forms/files/i-539.pdf> to obtain the I-539 Form);

- 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.)
- **Check(s)** (made payable to: “US Citizenship and Immigration Services”)
 - \$320 (H-1B application),
 - \$300 (I-539 Form, Dependents’ Change of Status Application)
 - \$1000 (Premium Processing) (if applicable)

Once OISSS receives the above information we will begin the Prevailing Wage Determination and Labor Condition Application. The Labor Condition Application and Labor Condition Posting Attestation should be signed by your department and returned to OISSS after the required posting period of 10 business days. Once OISSS receives this information we will review and file your H-1B petition. Once an approval notice is received from USCIS, OISSS will contact you to come in and pick up your approval documents and you can begin your position with Brown University and/or its affiliated hospitals.