H-1B Checklist for Affiliated Hospitals

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 for Hospitals (signed by chair or principal investigator)
☐ Attestation regarding export control signed by the immediate supervisor of the H-1B beneficiary
☐ Appointment letters (letter of appointment from Brown University and hospital appointment letter)
☐ Position Description
☐ Department Support Letter
☐ Search reference letters (3 or fewer)
☐ H-1B Applicant Information Form (completed by Scholar)
☐ 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) or print out of your admission record from www.cbp.gov/i94 if your last entry was after April 26, 2011;

* 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