

## H-1B Extension Checklist

(Please include the items noted below with your application. Failure to provide Immigration Services, 210 Talbert Hall the following could jeopardize the success of your petition or delay its processing.)

- \_\_\_ 1. Completed H-1B Questionnaire
- \_\_\_ 2. Letter on **University departmental letterhead** in support of an H-1B extension petition (see attached sample). Please note that the letter must specify:
  - Duties and responsibilities of the position
  - Continued need to employ the foreign individual
  - Salary offered
  - Dates of employment desired
  - Required qualifications of the position
  - How the individual meets those requirements
  - Promise to pay return transportation if the individual is dismissed from employment before his/her status expires
- \_\_\_ 3. Copy of the individual's degree/s, diploma/s, certificate/s or a letter from the school indicating that he/she has the required education. If the document is not in English, it must be accompanied by an English translation.
- \_\_\_ 4. If work experience is required for the position, documentation (e.g. letters from former employers) that the individual has the required experience
- \_\_\_ 5. Copy of the individual's CV or resume
- \_\_\_ 6. Copy of the I-797 Approval Notice relating to the individual's current H-1B status
- \_\_\_ 7. Copies of documents relating to the individual's last entry into the United States:
  - Copy of both sides of the I-94 Arrival/Departure Record (small, white card) stapled to passport
  - Copy of the biographic page of the passport used to enter the U.S. (*if passport is expired, please provide evidence of the passport's extension*)
  - Copy of the U.S. visa used to enter the U.S. (stamped page in passport)
- \_\_\_ 8. Copies of documents relating to the individual's initial entry into the United States:
  - \_\_\_ If in F-1 status: copies of ALL I-20's AND proof of full-time student status at the school attended OR Optional Practical Training authorization, if applicable
  - \_\_\_ If in F-2 status: copies of ALL of F-2's I-20's AND proof that the F-1 maintained/is maintaining full-time student status (*Note: The non-SEVIS I-20's will be in the F-1's name.*)
  - \_\_\_ If in J-1 status: copies of ALL DS-2019's and IAP-66's AND the waiver of the two-year home residency requirement, if applicable
  - \_\_\_ If in J-2 status: copies of ALL of J-2's DS-2019's and IAP-66's AND the waiver of the two-year home residency requirement, if applicable (*Note: The IAP-66's will be in the J-1's name.*)
  - \_\_\_ If in H-1B status: copy of Form I-797 Approval Notice for current and past H-1B employment
  - \_\_\_ If in H-4 status: copy of Form I-797 Approval Notice for H-4 or proof of change of status to H-4
- \_\_\_ 9. Copy of the individual's Social Security Card
- \_\_\_ 10. Copy of the individual's two most recent paystubs

\_\_\_ 11. U.S. Citizenship and Immigration Services (“USCIS”) Filing Fee:\* Check drawn on a bank located in the U.S. payable to the “U.S. Citizenship & Immigration Services” in the amount of:

- \_\_\_ \$320 for standard processing of the H-1B extension petition
- \_\_\_ \$500 for USCIS Fraud Prevention and Detection Fee (unless this filing will be your second or subsequent request for an extension)

\*To avoid delays in case of errors in processing, all filing fees should be forwarded to Immigration Services, 210 Talbert Hall, North Campus in separate checks.

\_\_\_ 12. Actual Wage Form (completed and signed)

\_\_\_ 13. Certification and Fee Agreement (completed and signed)

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**If Filing for DEPENDENT/S ALREADY IN THE U.S.**

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\_\_\_ A. Completed Dependent Questionnaire

\_\_\_ B. For dependent/s in the U.S. ONLY:

- Copy of current Form I-797, Approval Notice, evidencing H-4 status
- Copy of both sides of the I-94 Arrival/Departure Record (small, white card) stapled to passport, if available
- Copy of the biographic page of the passport used to enter the U.S. (*if passport is expired, please provide evidence of the passport’s extension*)
- Copy of the U.S. visa used to enter the U.S. (stamped page in passport)

\_\_\_ C. USCIS Filing Fee:\* Check drawn on a bank located in the U.S. payable to the “U.S. Citizenship & Immigration Services” in the amount of \$300

\*To avoid delays in case of errors in processing, all filing fees should be forwarded to Immigration Services, 210 Talbert Hall, North Campus in separate checks.