

Initial H-1B Checklist

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

- ___ 1. Completed H-1B Questionnaire
 - ___ 2. Letter on **University departmental letterhead** requesting that an H-1B petition be filed (see attached sample). Please note that the letter must specify:
 - Duties and responsibilities of the position
 - Salary offered
 - Dates of employment desired
 - Required qualifications of the position
 - How the individual meets those requirements
 - Promise to pay return transportation if employee is dismissed from employment before status ends
 - ___ 3. If a new appointment, copy of the offer letter or appointment letter issued to the individual
 - ___ 4. Copy of the individual's degree/s, diploma/s, certificate/s or a letter from the school indicating that s/he has the required education. If the document is not in English, it must be accompanied by an English translation.
 - ___ 5. If work experience is required for the position, documentation (e.g. letters from former employers) that the individual has the required experience
 - ___ 6. Copy of the individual's CV or resume
 - ___ 7. If the individual is currently in the United States:
 - Copy of both sides of the I-94 Arrival/Departure Record (small, white card) stapled to the passport
 - Copy of the biographic page of the passport used to enter the U.S. (*If the passport has expired, please provide evidence of the passport's extension or the biographic page of a new passport*)
 - Copy of the U.S. visa used to enter the U.S. (stamped page in passport)
- AND
- ___ 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 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 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
- ___ 8. Copy of the individual's Social Security Card (if available)
 - ___ 9. If already in H-1B status and working for another U.S. employer, a copy of your two most recent paystubs
 - ___ 10. U.S. Citizenship & Immigration Services ("USCIS") Filing Fees:* Check drawn on a bank located in the U.S. (or money order) **payable to the "U.S. Citizenship & Immigration Services"** in the amount of:
 - ___ \$320 USCIS filing fee

_____ \$500 Fraud Prevention and Detection Fee

Note: The \$500 Fraud Prevention and Detection fee must be paid by the employer and, therefore, must be drawn on an employer check. The USCIS will not accept personal checks for this fee.

_____ **Additional \$1,000** if "Premium Processing" is desired. (With Premium Processing, the USCIS will process the H-1B petition within 15 days of its receipt. Premium Processing does not expedite the New York State or U.S. Department of Labor processing.)

*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.

___ 11. Actual Wage Form (completed and signed)

___ 12. Certification and Fee Agreement (completed and signed)

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

___ A. Completed Dependent Questionnaire

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

- Copy of both sides of the I-94 Arrival/Departure Record (small, white card) stapled to the passport
- Copy of the biographic page of the passport used to enter the U.S. (*If the passport has expired, please provide evidence of the passport's extension or the biographic page of a new passport*)
- Copy of the U.S. visa used to enter the U.S. (stamped page in passport)

AND

___ Copy of Form I-797 Approval Notice, if in the U.S. in H-4 status

___ 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

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PLEASE NOTE: *To qualify for H-1B status, the position must require at least a Bachelor's degree. Please verify with the appropriate Human Resource Services office that the position for which you are hiring requires at least a Bachelor's degree.*