



H-1B CHECKLIST

1. EMAIL ISSS THE FOLLOWING:

- Completed Form I-129: Submit pages 1-7, 11-12, 17-19 only! Save as an editable PDF so ISSS can revise as needed
- ORAA Clearance – forward the completed foreign person screening questionnaire & certification to ISSS by email; should indicate which Dept. Chair/Host Supervisor completed the questionnaire.

2. DEPARTMENT COMPILES THE FOLLOWING:

- Actual Wage Determination and Attestation Form, signed by Department Chair
- 1 Original Letter on department letterhead, signed by Department Chair, including the following items
 - Detailed description of duties and responsibilities of the position
 - Required qualifications of the position (degrees/experience) – different than employee’s qualifications!
 - Salary
 - Desired dates of employment
 - How the prospective employee meets the required qualifications of the position
 - Statement that the department will pay return transportation if employee is dismissed before H-1B status ends
- FedEx airbill(s) w/ Dept. account # in Sender Info & FRS# in Internal Ref. – required for start dates within 30 days
- Separate Working Fund check for each relevant fee, payable to “Department of Homeland Security”:

A
For initial or transfer petitions:
\$325 check (filing fee)
\$500 check (anti-fraud fee)

B
For extensions or amendments:
\$325 check

C
Optional for urgent petitions
\$1225 check may be added to A or B to pre-
mium process

*Best for initial petitions with urgent start date;
often not needed for transfers, extensions, or
amendments. Inquire to OIS if you need guid-
ance.*

3. PREPARE 1 UNSTAPLED PACKET OF THE EMPLOYEE’S SUPPORTING DOCUMENTS:

- Copy of all degree diplomas/certificates
 - If degrees are not in English, a translation must be provided
 - If the most advanced degree was not earned at a US/Canadian institution, email OIS copies of all degrees & CV and request a credentials evaluation. (Requires extra time. Request when submitting the H-1B request in ARS)
- Copy of updated CV
- Copies of RELEVANT IMMIGRATION DOCUMENTS for the Prospective Employee’s CURRENT Visa Status:

A. If outside the U.S.

- Passport
- If previously held a J-1 status, also include DS-2019 copy and any documents pertaining to 212(e) requirement/ waiver

B. If in J-1/J-2 Status

- Passport
- Current I-94 card
- DS-2019 forms
- Visa used to enter U.S.
- If subject to 212(e) requirement, copies of any documents pertaining to a waiver

C. If in F-1/F-2 status

- Passport
- Current I-94 card
- I-20s
- Visa used to enter U.S.
- Current OPT Employment Authorization Card, if applicable

D. If in H-1B status

- Passport
- Current I-94 card
- Visa used to enter U.S.
- All I-797’s
- Paystubs from last 2 pay periods

E. If in H-4 status

- Passport
- Current I-94
- Visa used to enter U.S.
- All I-797’s for H4
- All I-797’s for H1B
- H-1B’s paystubs from last 2 pay periods
- Marriage certificate

- If Employee has dependents in the U.S.** who seek H-4 status, attach:
 - Personal check of \$290
 - Form I-539
 - H-4 immigration documents (passport/I-94/visa/I-797) with marriage/birth certificates
- If Employee has filed for permanent residency, please include copies of any related receipt/approval notices

4. ANY UPCOMING TRAVEL WHICH COULD IMPACT FILING TIMEFRAME? If so, please inform ISSS.