

H-1B Check List

Step 1: Labor Condition Application

- ☐ Prevailing Wage Request Form (for non union positions)
- ☐ Actual Wage Letter
- ☐ LCA

Please Note: Depts. have to receive clearance on the “**Deemed Export Review**” form by **Office of Sponsored Program** before the LCA is submitted to DOL for certification. DOL will take about 7-10 days to certify the LCA

Step 2: Filing I-129 petition with DHS

- ☐ Federal Dept. of Labor certified LCA (HR-International Office)
- ☐ Form I-129
- ☐ Three copies of support letter from the department
 - **Please follow the sample on page 5 of the H-1B Handout.** List job description, position requirements (specify degree, research specialty, experience etc.). Describe how employee meets requirements; employee background.
- ☐ Three copies of the original diploma or certificate of the visitor’s highest degree
 - If earned outside the U.S., s/he must submit a “document-by-document” World Education Services (WES) evaluation. Please follow our Steps to Obtain a WES Evaluation instructions (see attachment). *Does not apply to students enrolled in a UCHC academic program or clinical faculty appointments.*
- ☐ Three copies of worker’s curriculum vitae including one copy of publications
- ☐ Three copies of 6-year Employment History Form
- ☐ Three copies of all immigration documents - I-94, visa, passport, current and previous visa documents (such as DS-2019s, I-20s, I-797 etc)
- ☐ No Patient Contact Statement (non clinical employees)
- ☐ Copy of the **J waiver** for those subject to the two years home residency requirement
- ☐ Clinical License (for clinical faculty)
- ☐ Employment verification letter and copies of the two most recent paystubs from current employer (**for those already on an H-1B with another US employer**)
- ☐ For H-1B extension- copies of two most recent UCH paystubs.
 - ☐ I-539 for **H-4 dependent’s** Extension of Stay or Change of Status, **plus I-539A for each additional dependent**
- ☐ H-1B Premium Processing Dept. Payment Request Form (*only if Dept. paying for PP*)
- **Filing Fees:** Non-refundable check or money order for the appropriate fees, **payable to U.S. Department of Homeland Security. Separate checks for each filing fee.**

Anti-Fraud fee	\$500 (paid by dept. Only for initial UCHC sponsored H-1B, not required for extensions)
I-129	\$460 Flat Fee (paid by dept.)
I-539 (*For <u>one</u> H-4 dependent)	\$370 Extension of Stay or Change of Status + \$85 Biometrics fee
I-539A (1 for each <u>additional</u> H-4 dependent)	\$85 <i>per dependent</i> for Biometrics Services fee (checks for I-539 and I-539A can be combined)
I-907 (Premium Processing)	\$2500 (OPTIONAL)

***I-539** is only required if there is a dependent. The info on the entire I-539 should only pertain to the first dependent, not the primary H-1B. **I-539A** is only required if there is **more than one** dependent. Each additional dependent requires an I-539A. There is **one flat fee** of \$370, irrespective of the number of dependents. There is an **additional** **\$85 per dependent** for biometrics.