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
□ Three copies of the original diploma or certificate of the visitor’s highest degree
□ 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 Extension of Stay or Change of Status, plus I-539A for each 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 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 (H-4 dependents) $370 Extension of Stay or Change of Status
I-539A (1 for each dependent) $85 per dependent for Biometrics Services fee (checks for I-539 and I-539A can be combined)
I-907 (premium processing) $1410 (OPTIONAL)