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. 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 it’s a foreign degree: provide an evaluation showing US equivalent. If employee does not already have evaluation, visit: www.trustfortecorp.com or naces.org/members.html
- 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) |

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