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
☐ 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.

<table>
<thead>
<tr>
<th>Anti-Fraud fee</th>
<th>$500 (paid by dept. Only for initial UCHC sponsored H-1B, not required for extensions)</th>
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</thead>
<tbody>
<tr>
<td>I-129</td>
<td>$460 Flat Fee (paid by dept.)</td>
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<tr>
<td>I-539</td>
<td>$370 Flat Fee for all H-4 Extension of Stay or Change of Status</td>
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<tr>
<td>I-539A</td>
<td>(1 for each additional H-4 dependent)</td>
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<tr>
<td>I-907 (Premium Processing)</td>
<td>$2500 (OPTIONAL)</td>
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*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 for I-539, plus I-539A (if any).