

H-1B Check List

Step 1: Labor Condition Application

- Prevailing Wage Request Form (for positions without a union minimum salary)
- Actual Wage Letter
- LCA** (Once submitted, DOL will take about 7-10 days to certify the LCA)
- Departments must submit the **"Deemed Export Review"** form to **Sponsored Program Services** and receive clearance before the petition is mailed to USCIS.

Step 2: Filing I-129 petition with DHS

- Federal Dept. of Labor certified LCA (HR-International Office); Signed "Notice of Filing"
- Form I-129 (*Edition 05.31.2023*)
- 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.
- 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 WES Evaluation Instructions (see attachment). *Does not apply to students enrolled in a UCHC academic program or clinical faculty appointments.*
- Worker's curriculum vitae including **one copy** of a recent publication
- 6-year Employment History Form
- Copies of all immigration documents - I-94, visa, passport, current and previous visa documents (such as DS-2019s, I-20s, I-797 etc)
- 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**)
- Two most recent UCHC paystubs (if currently working at UCHC)
- I-539** for **H-4 dependent's** Extension of Stay or Change of Status, **plus I-539A for each additional dependent**
 - All immigration docs for any H-4 dependents, plus marriage or birth certificate
- H-1B Premium Processing Dept. Payment Request Form (*only if Dept. is paying for PP*). This form must be signed *before* the PP check is requested.
- Clearance of the **"Deemed Export Review"** form from **Sponsored Program Services**
- **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.** Bring checks to HR (do not mail directly to DHS).

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 one H-4 dependent)	\$370 Flat Fee for all H-4 Extension of Stay or Change of Status
I-539A (1 for each additional H-4 dependent)	
I-907 (Premium Processing)	\$2805 (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 for I-539, plus I-539A (if any).