

H-1B CHECKLIST

Prospective employee's name (beneficiary):

The following documents must be submitted to OISS, IC 125.

The department must submit two copies of the following to OISS:

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| 1) Copy of completed SP-2 or Form 107 | 7) Completed Export Control Screening Tool |
| 2) Copy of authorization to hire memo (new hires only) | 8) Completed Deemed Export Certification |
| 3) Prevailing Wage Request Form | |
| 4) Actual Wage Worksheet | |
| 5) Approval to Hire an H-1B Nonimmigrant Worker Form | |
| 6) Letter of Support (1 original and 1 copy) | |

The department must collect these documents from the prospective employee and submit to OISS:

All documents in a foreign language must be accompanied by an official English translation

- 1) H-1B Applicant Information Form (2 copies)
- 2) Curriculum Vita (2 copies)
- 3) Photocopy of Highest Degree/Diploma (2 copies). If the degree was obtained in another country, certification of U.S. degree equivalency must be submitted
- 4) If the degree was obtained in the U.S., official transcripts must be submitted (1 original & 1 copy)
- 5) Photocopy of the passport (2 copies)
- 6) If the beneficiary is already in the U.S., provide 2 copies of the all immigration documents for beneficiary and his/her dependents, which include all I-94s, I-20 forms, DS 2019 forms, I-797 forms, visas, EAD cards and evidence of an approved waiver of two-year home residency rule, if applicable
- 7) The beneficiary must also prepare a statement listing his/her immigration status history beginning with the initial date of arrival in the U.S. and continuing to the present (2 copies)

Fees Paid by Department or Beneficiary as Indicated Below

A separate check or money order made payable to the Department of Homeland Security must be prepared for each of the petitions below. The department is responsible for submitting check requests through normal channels. Checks should be hand-delivered to OISS.

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| Form I-129 for H-1B petition | Department | \$325.00 |
| Form I-129 Anti-fraud Fee (for petitions new to UNO) | Department | \$500.00 |
| Form I-907 for Premium Processing (if requested) | Department or Beneficiary | \$1,225.00 |
| Form I-539 for dependents who are <u>currently</u> in the U.S. | Beneficiary | \$290.00 |
| Legal fees | UNO | \$500-750.00 |