

H-1B Document Packet Checklist

Please complete and sign the H-1B Document Packet Checklist and place on top of listed materials when submitting to OISS for processing. The H-1B Document Packet cannot be accepted without the completed checklist.

COMPLETED [H-1B DATA SHEET](#):

H-1B FEES: Separate Checks – Payable to US Citizenship and Immigration Services

- FEES MUST BE PAID BY UCSB EMPLOYING DEPARTMENT

- \$320.00 H-1B Application Fee
- \$500.00 Fraud Prevention Fee (For new H-1B, H-1B transfer, or concurrent H-1B request)

*Optional - Note: **Premium Processing Fee may be paid by the employer or applicant.***

- \$1,000.00 Premium Processing Fee
 - For H-1B Expedite Process/ Upgrade
 - Determination of petition is made in 15 calendar days from the date the petition is received by USCIS
- \$300.00 H-4 Dependent Fee - **paid by Applicant**
 - Single payment for all family members filing for H-4 Dependent Status **from INSIDE the US**

For Applicants OUTSIDE the US (2 copies)

- Copy of the Passport Validity Page

For Applicants INSIDE the US - Visa Documentation (2 copies)

- For H-1B Applicant and all H-4 Dependent(s) --
 - Copies of the Passport Validity Page(s)
 - Copies of I-94 card(s) (Front and Back)

If currently in H-1B Status:

- Copy of all H-1B Approval Notice from USCIS

If currently in F-1 Status:

- Copy of I-20 Document (with OPT recommendation on page 3 if applicable)
- Copy of Employment Authorization Card (if on OPT)

If currently in J-1 Status:

- Copy of all J-1 DS-2019 Documents (current and past)
- Copy of all J-1 travel visa stamps in passport

If subjected to the J-1 212(E) Two Year Home Residency Requirement:

- Copy of the **J-1 Waiver Recommendation letter** from the US Dept. of State (and **Approval Notice** from U.S. Citizenship & Immigration Services if applicable)

FOR DEPENDENTS: (IF INSIDE THE US) (1 copy)

- Original [Form I-539](#) – signed in blue ink
- Copies of immigration travel documents based on current dependent status (i.e. F-2 I-20, J-2 DS-2019, H-4 Notice)
- Copy of marriage certification for spouse
- Copy of birth certificate(s) for children under the age of 21

UCSB EMPLOYMENT DOCUMENTS: (1 original and 2 copies)

- UCSB Department [letter of H-1B request](#) to USCIS
- Applicant's proof of completed degree, and -
 - IF** degree is not in English - Certified [translation](#) into English
 - IF** degree is not from a U.S. Institution - UCSB Department [statement of US degree equivalency](#)
- Applicant's [statement of true photocopies](#)
- UCSB [Department letter describing benefits](#), indication BELI level, and with attached [BELI chart/form detailing benefits](#)

REQUIRED NAMES AND CONTACT INFORMATION FOR OISS PROCESSING:

H-1B Applicant: _____

UCSB Employing Department Contact: _____

Email Address: _____

Email Address: _____

Phone Number: _____

Phone Number: _____