

## H-1B Request Checklist

Scholar's Surname, Given Name (as in passport)

Please use this checklist as a guide for submitting an ISD record.

### A. EMPLOYING DEPARTMENT

**Submit the following original checks to Berkeley International Office.**

1.  Filing fees on separate UCB checks payable to:

*Department of Homeland Security  
P.O. Box 10129, Attn: I-129 Unit  
Laguna Niguel CA 92607  
(Vendor Number: 0000058729)*

- \$460: H-1B Petition
- \$500: Fraud Prevention and Detection (*not required for UCB H-1B extensions*)
- \$2500: USCIS Premium Processing fee (*optional*)
- \$370: Dependents in the U.S. changing to or extending H-4 status (*personal check or money order accepted*)

### B. EMPLOYING DEPARTMENT

**Scan and upload the following documents into ISD**

1.  \$2200 (academic) or \$2500 (non-academic) signed H-1B BIO services fee IOF
2.  \$250 signed BIO H-1B extension/amendment LATE submission IOF (*only required if an H-1B Extension/Amendment request is submitted to BIO less than 2 months before the current H-1B expiration date/changes in employment need to take effect*)
3.  H-1B Statement of Responsibility
4.  Actual Wage Information Form. Part-time attestation must be signed for part-time employment
5.  Copy of appointment approval
6.  Copy of applicable UC Salary Scale
7.  Export Control Certification
8.  Employment Verification Letter on UC letterhead, dated within the last 30 days (see template for [Academic Position](#), or [Non-academic Position](#)).
9.  If there is a third-party location work site, additional documents will be required. Please consult BIO.
10.  For non-academic positions: Position Evaluation as an H-1B Specialty Occupation and other applicable documents may be required for certain non-academic positions. Please consult BIO.
11.  For tenure-track positions only: a memo from the Dean or Chair supporting a 3-year H-1B if the department would like to request H-1B for 3 years.
12.  For tenure/tenure-track teaching positions: a copy of the advertisements AND a copy of the job offer letter signed by the Vice Provost for Academic Affairs and Faculty Welfare (both not required for UCB H-1B extensions).

### C. EMPLOYEE INFORMATION

**Scan and upload the following into ISD:**

1.  H-1B Employee Information Form
2.  Passport biographical page(s) with expiration date shown
3.  Curriculum Vitae with list of publications and current employment
4.  Copy of Diploma or highest degree earned. If not in English (including Latin), provide a certified English translation ([see BIO sample](#))
5.  Transcripts, if available
6.  Academic Equivalency Evaluation if highest earned degree is not a U.S. degree
7.  If currently in the United States
  - Copy of both sides of current I-94 card or [electronic I-94](#)
  - Copies of passport entry stamps and all U.S. visa stamps
8.  For Extension, Change of Employer, Concurrent, Amendment petitions:
  - Copies of employee's three most recent pay stubs from current employer
9.  H-1B, TN, E-3, O-1 or L-1 status (currently or any time in the past)
  - Copies of all I-797 approval notices
10.  F status (currently or any time in the past):
  - Copies of all I-20 forms and F visa stamps
  - For students on OPT/STEM OPT: EAD card(s) (front and back copy) and 3 most recent pay stubs, if applicable. Additional employment documents may be required.
11.  J Status (current or any time in past):
  - Copies of all DS-2019 forms, all J visa stamps and 3 most recent pay stubs, if applicable
  - Copy of I-612 waiver from USCIS (if subject to the Two-Year Home Physical Presence requirement)
  - If you are not sure if the scholar is subject to the Two-Year requirement, contact an advisor at BIO.
12.  Employees who have filed an immigrant visa petition (permanent residency):
  - Copies of receipt and/or approval notices of Forms I-140, I-485, EAD card, and/or advance parole, if applicable

### DEPENDENTS CURRENTLY IN THE U. S.

Please refer to the [I-539 Checklist and Release of Liability](#).