

H-1B Request Checklist

Berkeley International Office | 510-642-2818 | h1b@berkeley.edu

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

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

A. EMPLOYING DEPARTMENT

Complete the [USCIS H-1B Fee Payment Form](#), scan, and upload into ISD

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|----------------------------------|---|
| ☐ \$460: | H-1B Petition |
| ☐ \$500: | Fraud Prevention and Detection (not required for UCB H-1B extensions) |
| ☐ \$2805: | USCIS Premium Processing fee (optional) |
| ☐ \$470: | Dependents in the U.S. changing to or extending H-4 status |

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](#).