

H-1B DOCUMENTATION CHECKLIST - EXTENSION

All documents/forms listed below should be submitted together as one package to the Office International Services.

From the Sponsoring Department:

H-1B Petition Request

H-1B Attestation

Actual Wage Comparison Form

Signed/dated Actual Wage Memorandum

Letter of Support

Fee checks made out to the Department of Homeland Security:

- \$460 basic H-1B application fee
- \$1,410 premium processing fee (required in all cases unless otherwise directed)

Deemed Export Questionnaire (please e-mail to the Office of Integrity and Compliance at DeemedExports@umc.edu)

From the H-1B Employee:

H-1B Employee Information Form – Extension

Copy of most recent Form I-797 approval notice

Copy of most recent Form I-94

Copy of Form W2 and two (2) most recent paystubs

In the case of Dependents

Completed Form I-539

\$370 check made payable to the Department of Homeland Security

Copies of birth certificates for children

Copy of marriage certificate for spouse

Copy of the identification page of passport

Copy of most recent Form I-94

If dependent(s) currently or previously in J-2 or F-2 status, copies of all Forms DS-2019 (J-2) or Forms I-20 (F-2)