

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 passport and most recent Form I-94.

Copy of Form W2 and two (2) most recent pay stubs.

Copy of medical license, if applicable.

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 passport and most recent I-94 for all dependents.

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)