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
  • $2,500 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.

☐ $85 check made payable to the Department of Homeland Security (One per applicant.)

☐ Copy of birth certificates for children and 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)