H-1B DOCUMENTATION CHECKLIST – INITIAL PETITION

All completed documents/forms listed below should be submitted by the sponsoring department as one package to the Office of International Services.

From the Sponsoring Department

☐ Request for H-1B Petition form.
☐ Job offer letter.
☐ H-1B Attestation.
☐ Actual Wage Comparison Spreadsheet.
☐ Actual Wage Memorandum.
☐ Letter of support.
☐ Deemed Export Questionnaire - Submit directly to the Office of Integrity and Compliance via e-mail at DeemedExports@umc.edu.
☐ Fee checks made out to the Department of Homeland Security:
  - $460 basic H-1B petition fee
  - $500 H-1B fraud detection/prevention fee
  - $2,500 premium processing fee (only required for 15-day expedited processing)

From the H-1B Applicant

☐ H-1B Applicant Information Form.
☐ Curriculum Vitae or resume.
☐ Copy of the identification page of passport.
☐ Copy of most recent visa stamp.
☐ Copy of U.S. degree or foreign degree (in original language) and an English translation.
☐ Copy of Form I-94.
☐ If in H-1B status: copy of all H-1B approval notices (Forms I-797), latest Form W2 and the two most recent pay stubs/notifications from current employer.
☐ If in F-1 status: copy of all Forms I-20. Include a copy of Employment Authorization Card, if participating in Optional Practical Training (OPT).
☐ If in J-1 status: copy of all Forms DS-2019. If subject to 2-year home residency requirement, copy of waiver approval notice from USCIS (Form I-797) or other evidence that the 2-year requirement was met.
☐ If in a dependent status (J-2, F-2, H-4): Copies of all Forms DS-2019; Forms I-20; or Forms I-797.

Physicians (Foreign Medical Graduates) with Clinical Responsibilities:

☐ Copy of medical license.
☐ Scores from USMLE examination (Steps 1, 2 and 3). Copy of ECFMG certificate.
In the case of Dependents

☐ Completed Form I-539 and I-539A, if applicable.
☐ Biometrics Fee: $85 check made to the Department of Homeland Security (one check per dependent).
☐ Birth certificates for children.
☐ Marriage certificate for spouse.
☐ Copy of identification page of passport.
☐ Copy of most recent visa stamp.
☐ 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).