

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.

Filing Fee: \$370 check made to the Department of Homeland Security.

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).