

# **Checklist for H-1B Petition**

Submit all documents to **Loveness Schafer**, International Services Office (ISO), 101 Hatcher Hall. Government processing time for H-1B petitions varies from two to eight months. Call (578-3191) or e-mail ([lschaf2@lsu.edu](mailto:lschaf2@lsu.edu)) if you have questions.

Any document not in English must be translated. Each translation must be accompanied by a translator's statement ("I, \_\_\_\_\_, hereby certify that I am competent to translate from \_\_\_\_\_ language into English and that the attached is an accurate translation of the original document") accompanied by the translator's name, title, address, and dated signature.

## **REQUIRED DOCUMENTS** (*These documents apply ALL types of H-1B cases*)

- Copy of approved WorkDay form relating to the position which must provide
  - the position number; an overview of the position
  - a full job description, including percentage of time to be spent on each responsibility; and
  - qualification requirements
- Copy of export control screening form completed by the beneficiary's supervisor and processed by **Debra L. Keppler**, Director of Research Compliance in the Office of Research and Economic Development ([debrak@lsu.edu](mailto:debrak@lsu.edu); please CC Loveness Schafer when submitting form to Debra)
- H-1B Request Form (complete on-line on ISO website). Must be signed by department head
- Employer letter (see samples on website) which must, among other things,
  - describe the position's duties and responsibilities clearly and in detail
  - state the education requirements for the position
  - explain how the employee meets these requirements; and
    - If the employee's degree is in a "related" field, explain how the degree relates to the main degree requirement and the job functions and make reference to the courses listed in the employee's transcript.
- Statement of employment history in the U.S. within the past 6 years, including dates, employer, job title, and visa classifications
- Copy of resume / CV
- Copy of highest diploma related to the job offer, along with transcripts. If the degree is not from the United States, include a credential evaluation (*Many U.S. companies evaluate diplomas; eg [Global Credential Evaluators](#)*)
- Copy of most recent Form I-94 (front and back if card version; retrieve electronic version on the CPB website at: [www.cbp.gov/I94](http://www.cbp.gov/I94)).
- Copy of passport, including visa page

**ADDITIONAL DOCUMENTS** (*required as applicable*)

- For NEW tenure-track appointments:
  - Copy of contract
  - Copy of journal advertisement for the position
- For NEW job offers:
  - Copy of job offer letter
  - Copy of advertisement for the position, if applicable
  - Summarized statement of prior relevant work experience written by the employee
- For Veterinary faculty, Residents, and Interns (with clinical responsibilities):
  - Copy of the beneficiary's Veterinary **faculty license**
- For Veterinary faculty with clinical responsibilities, including Residents:
  - Copies of board certification, residency and/or internship certificates, as applicable
- If the employee has EVER been employed in the United States in H-1B status:
  - Copies of all Forms I-797 (H-1B approval notices)
- If the employee has EVER been in J-1 or J-2 status:
  - Copies of all Forms DS-2019
  - Copy of waiver (a State Department recommendation for waiver may suffice) OR evidence of fulfillment of two-year foreign residence requirement, if beneficiary is subject to the requirement
  - If employed as J-1, copies of 3 most recent check stubs
- If the employee is currently or was previously in F-1 status:
  - Copies of all Forms I-20
- If the employee has EVER had Optical Practical Training (OPT):
  - Copies of all Employment Authorization Cards
- If employee is currently employed or was recently employed, attach copies of three most recent check stubs.

**FILING FEES** are the responsibility of the department except as explained in the note below. Checks should be made payable to "Department of Homeland Security". Each payment must have a separate check in the exact amount. LSU Accounts Payable is aware of check requirements.

- \$460.00 USCIS Filing Fee
- \$500.00 Fraud Prevention and Detection Fee is required for new employment, including H-1B transfers (change of employer) from other employers; NOT required for extensions and amendments with same employer (LSU)
- \$2,805.00 Premium Process fee, applicable only if requesting expedited service (USCIS processes premium service petitions within 15 days).

**NOTE:** in cases where expedited service is required for personal reasons (e.g. personal travel not required for the job) then this fee is the responsibility of the employee.

**DEPENDENTS:** Dependents (spouse and/or children under the age of 21) are eligible to apply for H-4 dependent status **if they are physically present in the United States** and are requesting a change or extension of status. If dependents are outside the United States, they are not eligible to file an application for H-4 status. They will need to apply for an H-4 visa at the US consulate abroad once the H-1B is approved.

If the employee's dependents are in the United States and in need of dependent status, the employee/dependent should provide the following documents:

- [Form I-539](#) (Application to Extend/Change Nonimmigrant Status) prepared and signed by the principle dependent requesting a change or extension of status. Information in Form I-539 pertains only to the dependent, not the employee. The requested end date in Form I-539 must coincide with the petition end date for the H-1B principal
- [Form I-539A](#), (Supplemental Information for Application to Extend/Change Nonimmigrant Status) prepared and signed by each additional dependent. Each additional dependent must complete a separate Form I-539A. Parents may sign on behalf of children under 14.
  - Copies of dependents' I-94 cards (front and back if card version; retrieve electronic version [here](#))
  - Copies of dependents' passports, including visa pages
  - Copy of marriage certificate (for dependent spouse)
  - Copy of birth certificate (for dependent child)
  - \$370 Filing Fee (one fee regardless of the number of dependents).

*All fees should be in the form of a check or money order made payable to "Department of Homeland Security." All fees for dependents are the responsibility of the employee/dependents.*