

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) 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; 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).
- 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)
 - \$470 Filing Fee (\$420 if you file personally online).

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.