H-1B Departmental Checklist

The hiring Department must submit the following documents to UC International Services in support of an H-1B petition request:

**Note:** Documents should be uploaded directly to iStart with the eForm request.

1. A letter signed by the Head of the Department or Dean of the College indicating/requesting the following:
   a) Asking UC International Services to begin paperwork for the H-1B petition.
   b) The dates of the employment requested for the H-1B appointment, salary and brief description of the job duties.
   c) Why this candidate was selected for the job. The explanation should include items such as education, training, experience, and if applicable, licensure/certification which substantiate that the individual meets the minimum requirements.
   d) That the department agrees to comply with all terms of the LCA until the end date and furnish return trip airfare home if the employee's employment is terminated before the end date approved by USCIS.

A sample letter is included at the link noted at the end of the “Information about the University Position” application.

2. A completed “Checklist for Export Control Issues For Hiring International Workers” form. The form must be certified by the Department/Division Head and is linked on the “Information About the University Position” eForm.

3. A check (from the University) for $325.00 made payable to the Department of Homeland Security for the USCIS filing fee.

4. A check made payable to the Department of Homeland Security for $500.00 must be submitted if it is a “new” petition. A “new” petition would include someone being hired by UC for the first time or someone already employed by UC per another nonimmigrant status (J-1, F-1) who wants to change status to H-1B. This fee does not apply to H-1B extension petitions for individuals currently working at UC. The hiring department must pay this fee, when it’s applicable, and a separate check must be submitted.

5. An additional $1,225.00 must be submitted if premium processing (USCIS processing time of 15 calendar days) is requested/needed. This fee must be paid by the hiring department if a quick approval is needed for business reasons. If the need for premium processing is due to the employee’s personal reasons, he/she may pay the fee and must attest to the need for premium processing.

6. When the fees exceed $290.00 the request for payment must be made on a purchase requisition. In such cases, departments must let the purchasing department know that they want the check sent back to them. **The check should not be sent directly to the Department of Homeland Security.**
The address to be put on checks is:  U.S. Department of Homeland Security, U.S. Citizenship and Immigration Services, California Service Center, 24000 Avila Road, 2nd Floor, Room 2312, Laguna Niguel, CA, 92677.

**Additional Instructions For Hiring Medical Faculty In The College Of Medicine (COM)**

If the position is a dual position providing teaching for the College of Medicine and clinical services for UC Physicians, Inc., both UC and UCP are required to provide separate materials, as described above in items 1-5, as well as the Information About the Position form that is linked on the H-1B eForm. In addition, UCP needs to provide a $750 processing fee payable to the University of Cincinnati.