

H-1B DEPARTMENT CHECKLIST

In order to support an H-1B petition request, the hiring department must submit the following documents to UC International Services via eForm on [iBearcatsGlobal](#):

1. **A letter, signed by the Department Head 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 employment requested for the H-1B appointment, salary, and brief description of job duties.
 - c. Why the candidate was selected for the job. Include items like education, training, experience, and (if applicable) licensure/certification in your explanation that substantiates that the person meets requirements.
 - d. That the department will comply with all terms of the LCA until the end date and furnish return airfare home if the employee's employment is terminated before the end date approved by USCIS.
 - e. A sample letter is available in a link at the end of the eForm application.

2. **A completed "Checklist of Export Control Issues for Hiring International Workers" form.** The form must be certified by the Department Head and is also linked in the eForm.

3. **A check (from the University) for \$460** made out to the Department of Homeland Security for the USCIS filing fee.

4. **A check for \$500 if this is a "new" petition.** The check would be made payable to the Department of Homeland Security.
 - a. A "new" petition includes someone hired by UC for the first time.
 - b. A "new" petition also includes someone already employed by UC under another nonimmigrant status (F-1, J-1) who will change status to H-1B.
 - c. This fee does not apply to H-1B extension petitions for persons currently working at UC.
 - d. The hiring department must pay this fee, if applicable, and must pay by a separate check.

5. **If requesting premium processing, an additional \$1,225.** Premium processing means that USCIS will make a decision within 15 calendar days.
 - a. The hiring department pays this fee if quick approval is needed for business reasons.
 - b. The employee pays this fee if it is needed for personal reasons.

When fees exceed \$290, the request for payment must be made on a purchase requisition.

Departments must let the purchasing department know that they want the check sent back to the. The check(s) **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 & Immigration Services, California Services Center, 24000 Avila Road, 2nd Floor, Room 2312, Laguna Niguel, CA 92677

Additional Instructions: Hiring Medical Faculty in the College of Medicine

If the position is a dual position, providing teaching for the College of Medicine and clinical services for UC Physicians, Inc., both UC and UC Physicians must provide separate materials for items 1-5 above and the "Information About the Position" form linked through the eForm. In addition, UC Physicians will need to pay a \$750 processing fee to the University of Cincinnati.