



H-1B Department Checklist

Please submit only 1 copy of each document, except where noted below, and DO NOT staple. You may send IFSS these documents separately or as a complete application. Please do NOT e-mail/fax the following documents for security purposes: I-129, beneficiary form, passport. If original documents are needed, we have indicated those below.

Required for ALL petitions

- Department Request Form - send to IFSS as soon as you can so we can start a file
- Employee must fill out the Beneficiary Information Form - send this to him/her now
 - ✓ This form and required documents are needed in order to complete Step 3; give the employee a deadline to return this form and documents to you.
 - ✓ Checklist of required documents the employee must give you is on last page of Beneficiary Information Form.
- Request the Filing Fee checks from [Accounting Services](#). See [H-1B webpage](#) for current filing fees. Each fee must be a separate check.

Step 1

- Prevailing Wage Determination form (ETA 9141) - may not be needed if filing an extension petition; please contact IFSS to confirm.
- PVL or PVL waiver, if applicable (EIT positions will not have a PVL)
- Actual Wage Certification Form - may not be needed if filing an extension petition; please contact IFSS to confirm.

Step 2

- LCA Authorization Form - may not be needed if filing an extension petition; please contact IFSS to confirm

Step 3

- Mailing label to USCIS - UPS or FedEx. See the [H-1B webpage](#) for addresses.
- Copy of the Beneficiary Information Form that was completed by the employee, and the documents the employee gave you.
- Export Control Worksheet (to be completed and signed by the PI/Supervisor or Dept. Chair)
- Form I-907 - Optional Form: ONLY if premium processing this petition (if unsure, consult IFSS).
 - ✓ Signature must be in **BLUE INK**.
 - ✓ ORIGINAL FORM NEEDED.
- Form I-129 - Complete pages 1-8 and 13-14 ONLY.
 - ✓ Signature must be in **BLUE INK**.
 - ✓ Two signature are required on page 14: Same person must sign as **BOTH** the "Petitioner" and as the "Authorized Official of Employer".
 - ✓ Print single sided ONLY.
 - ✓ ORIGINAL FORM NEEDED.

- Copy of the employee's appointment letter or an employment verification letter
 - ✓ Must include official title, annual salary, percent-time, duties and anticipated dates of employment
- [Form I-539](#) - Optional Form: ONLY needed if employee's dependent(s) are currently inside the U.S. and need to change status.
 - ✓ Departments DO NOT fill out this form; dependent(s) must fill out.
 - ✓ Signature must be in **BLUE INK**.
 - ✓ Print single sided ONLY.
 - ✓ ORIGINAL FORM NEEDED.
- Dependent(s) supporting documentation – Optional: ONLY needed if employee's dependent(s) are currently inside the U.S. and are filing the I-539.
- Dependent Filing fee – Optional: ONLY needed if employee's dependent(s) are currently inside the U.S. and are filing the I-539.
 - ✓ Departments CANNOT pay this fee.
 - ✓ Personal check/money order from employee.
 - ✓ See [H-1B webpage](#) for current fee.

Beneficiary Supporting Documentation

- Form I-94 (if currently inside the U.S. only) - employee can retrieve online at www.cbp.gov/i94
- H-1B Approval Notices (I-797) - if applicable
- F-1 Approval Notices (I-20) - if applicable
- EAD card, front and back - if applicable
- J-1 Approval Notices (DS-2019) - if applicable
 - ✓ If subject to the 2 year home residency requirement (HRR), include the following:
 - USCIS Approval Notice (I-797) - from I-612 application to waive the 2 yr. HRR; OR
 - Evidence of residing in home country for 2 years to satisfy this requirement (paystubs, employment contract, lease/mortgage, copies of all pages of all passports held for that 2 year duration, etc.)
- UW Appointment Letter or Reappointment Letter
- Last 4 months of paystubs - for extensions, portability and concurrent petitions ONLY
- Updated and current CV or resume
- If medical or veterinary license is required for this position, also include:
 - WI license - license must be granted, not just applied for
 - ECFMG certificate - except for Canadians (Medical only, not Veterinary)
 - USMLE scores - steps 1, 2 clinical skills, 2 clinical knowledge, and 3 (Medical only, not Veterinary)
 - Board certification/eligibility evidence - if required in the PVL
- Relevant diploma/degree certificate or letter from Registrar stating degree is completed
 - Credential Evaluation - if degree obtained outside U.S. or Canada
 - ✓ ECFMG certification counts as the credential evaluation for clinical positions
 - English translation - if applicable
 - Transcripts - if field of study/major is not listed on degree certificate.
- Most recent visa stamp/foil from passport (laminated visa page) - ONLY if currently inside the U.S.
 - ✓ Canadians and Bahamians do not need visa stamps, so will not have this.
- Passport bio page
 - ✓ Passport must be valid at least 6 months from the start date of the petition. If it will not be, please have your employee start the process to renew his/her passport immediately.

Dependent Supporting Documentation, if filing I-539

Legal Spouses

- Passport bio page
 - ✓ Passport must be valid at least 6 months from the start date of the petition. If it will not be, please have the dependent start the process to renew his/her passport immediately
- Most recent visa stamp/foil from passport (laminated visa page) - ONLY if currently inside the U.S.
 - ✓ Canadians and Bahamians do not need visa stamps, so will not have this.
- Form I-94 – ONLY if currently inside the U.S.
 - ✓ Employee can retrieve I-94 online at www.cbp.gov/i94, if they do not have a paper I-94
- Marriage license/certificate
 - English translation, if applicable
- Evidence of previous immigration statuses, if applicable
 - Includes any prior DS-2019s (if dependent held J status), I-797 approval notices, I-20s, etc.

Legal children under the age of 21 (who are not U.S. citizens)

- Passport bio page
 - ✓ Passport must be valid at least 6 months from the start date of the petition. If it will not be, please have the dependent start the process to renew his/her passport immediately
- Most recent visa stamp/foil from passport (laminated visa page) - ONLY if currently inside the U.S.
 - ✓ Canadians and Bahamians do not need visa stamps, so will not have this.
- Form I-94 – ONLY if currently inside the U.S.
 - ✓ Employee can retrieve I-94 online at www.cbp.gov/i94, if they do not have a paper I-94
- Birth certificate
 - English translation, if applicable
- Evidence of previous immigration statuses, if applicable
 - Includes any prior DS-2019s (if dependent held J status), I-797 approval notices, I-20s, etc.