

H-1B Extension Application Checklist

(submit as cover page)

From OSU Hiring School or College

- [Export Control Certification](#)
- Position Description**
- Signed Acknowledgements** page of H-1B Application (**page 3**)
- \$750 ISFS processing fee**
(paid by hiring School or College **index**)
- \$325 DHS processing fee**
(paid by hiring School or College **check** made payable to the Department of Homeland Security, OSU vendor # 930-31-5864)
- OPTIONAL \$1,225 DHS Premium Processing**
(paid by hiring School or College **check** made payable to the Department of Homeland Security (OSU vendor # 930-31-5864) This fee must be paid by a separate check from the \$325 application fee and the \$500 Fraud Prevention fee.

From H-1B Employee

- Copy of passport** identity page showing expiration date (must be valid for at least 6 months into the duration of the H-1B status)
- Copy of most recent U.S. visa**
- Copy of most recent I-94 card (front & back)**

Permanent Residency (if a PR application has ever been filed on your behalf)

- I-797, Notice of Approval for I-140 or I-130
- I-797, Notice of Receipt for I-485 Adjustment of Status Application

If dependents are currently in the US, include the following:

- I-539 for dependents who are in the US in another status and must change to H-4 status (H-1B dependent). Please fill out the form following the [I-539 Instructions sheet](#)
- DHS I-539 fee of \$290 (made payable to the Department of Homeland Security)
- Immigration Documents for all family members included on the I-539
- Proof of Relationship to H-1B applicant

This H-1B application is complete and accurate to the best of my knowledge. I understand that processing of this H-1B request cannot begin until all documentation is received.

 Department Representative's Signature

 Printed Name

 Date

OSU EMPLOYER (SCHOOL OR DEPARTMENT)

School _____
Name OSU Campus Address

Home Organization Code _____

H-1B Employee’s Worksite Address (if different than on-campus)

Address City County Zip Code

Personnel Contact

Name email phone number

Sponsor/Supervisor

Name email phone number

POSITION

Duration of H-1B Work Authorization is a maximum of six years of status per employee. After spending one calendar year outside the US, an individual may be eligible for another six years of H-1B status. United States Citizenship and Immigration Services (USCIS) grants H-1B status in a maximum of three year increments. Time spent in H-1B status at another employer deducts from an individual’s six years of eligibility. Sponsoring an individual for H-1B status is not the same as a contract of employment. If an H-1B employee is dismissed before the end date of the H-1B, the hiring School or College shall pay for the reasonable costs of return transportation home for the international employee. Note: an H-1B extension is subject to current ISFS and USCIS processing fees. These fees are the sole responsibility of the hiring School or College.

From what dates does the hiring School or College wish to sponsor the employee for H-1B status?

H-1B start date: _____ **H-1B end date:** _____

H-1B Eligibility: The H-1B is a specialty occupation visa category for hiring international faculty or staff whose position requires the minimum of a bachelor’s degree and who will perform work in a specialized skill area. The prospective employee must a) be eligible for H-1B non-immigrant status (i.e. not subject to the two-year-home-residency requirement from a prior J-1 program, nor have used all 6 years of H eligibility) and b) possess " highly specialized knowledge and attain[ed]... a bachelor's or higher degree in the specific specialty" of the position.

Salary: The hiring school or college must pay employee the higher of either a) the wage for similarly employed workers at OSU or b) the wage for similarly employed workers in the State of Oregon throughout the entire duration of employment.

FTE: _____ **Annual Salary:** _____

Employment Restrictions: The terms of employment in H-1B status are very specific; H-1B work authorization is approved by USCIS for an employee working for a specific School or College at a certain salary with the duties listed on the Position Description submitted to ISFS for the duration requested on the H-1B petition. Changes in conditions of employment may NOT take effect before first being reviewed by ISFS and, in some cases, an amended petition being submitted to USCIS. This

restriction includes changes in position duties, rate of pay, sponsoring School or College within OSU. If a change in the research or employment of an H-1B employee is anticipated, the department must notify ISFS prior to the change in employment.

Travel

While a receipt notice from USCIS allows for continued employment at OSU, an approval notice is required for the employee to secure a new visa stamp (needed for re-entry into the US). Premium Processing may be useful for H-1B employees who need to travel outside the US while their extension petition is pending. Travel plans should be discussed with an ISFS advisor prior to departure from the US.

Extensions

The hiring school or department will be responsible to submit applications to ISFS for extensions of H-1B status on behalf of the H-1B employee in a timely manner.

Departure

The sponsoring School or College and the H-1B employee are responsible for notifying notify ISFS of the employee’s departure (i.e. end of employment) from OSU. If the H-1B employee’s file is not properly closed with USCIS, it could lead to complications for the H-1B employee’s future employment in the US.

Premium Processing

Usually ONLY used when H-1B has time-sensitive travel needs outside the US. Schools wishing to expedite the receipt of the approval notice may choose to use Premium Processing by paying \$1,225 to the Department of Homeland Security (DHS), which shortens the entire processing time to approximately 2 months.

Will this application be processed using Premium Processing? [] Yes [] No

Index # for shipping charges _____

PREVAILING WAGE DETERMINATION: While ISFS uses the same data that U.S. Department of Labor (DOL) uses to make its wage determinations, Schools and Colleges need to be aware that this comes with some risk. If DOL were to conduct a wage investigation and determine that the H-1B employee was not being paid the prevailing wage, the hiring School or College would be liable for paying back wages (i.e. the difference between the wages actually paid and what DOL determines to be the prevailing wage for that position). If you are unwilling to assume this risk, contact ISFS directly and ask that we submit a prevailing wage determination request to be issued by DOL. It takes 60 days or more to receive a response from DOL, which may result in a delay in getting H-1B work authorization for the employee.

Acknowledgements

I hereby certify that I have read the H-1B information contained in this application, understand the limitations of H-1B status listed, and agree to fulfill all requirements of an H-1B employer.

Supervisor/ Sponsoring Professor’s signature

Date

I hereby certify that _____ (School or College) supports this request to sponsor this H-1B employee.

School Head/Chair’s Signature

Date

School Head/Chair’s Printed Name

H-1B APPLICANT

Full Name: _____
Family Name *Given Name* *Middle Name*

Address _____
Street Address *Apartment/Unit #*

City *State/Country* *ZIP Code*

Email Address

Alien Number (if any)

Date of Birth (e.g. 11 May 1971)

Country of Birth

Social Security Number (if any)

Province of Birth

Country of Permanent Residence

Country of Citizenship

TRAVEL PLANS

Do you plan to travel outside the U.S? Yes No If yes, when do you plan to travel? _____

VISA STATUS HISTORY

Has a petition for Permanent Residence ever been filed on your behalf? Yes No

REQUIRED DOCUMENTS

- Copy of passport** identity page showing expiration date (must be valid for at least 6 months into the duration of the H-1B status)
- Copy of most recent U.S. visa**
- Copy of most recent I-94 card (front & back)**

Permanent Residency (if a PR application has ever been filed on your behalf)

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DEPENDENTS

Do you have dependents with you? Yes No

If yes, are they in H-4 status? Yes No

If your dependents are in the US with you now, include the following:

- I-539 for dependents who are in the US in another status and must change to H-4 status (H-1B dependent). Please fill out the form following the [I-539 Instructions sheet](#)
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