

# H-1B Request Form

H-1B beneficiary: \_\_\_\_\_ Intended dates: \_\_\_\_\_ to \_\_\_\_\_

Are you requesting [Premium Processing Service](#)?  YES  NO

*\*Please do not use clips, staples, tape, post-its, etc. to bind the documents\**

## Prepare and attach the following documents:

- 1 completed [H-1B Information Form](#)
- 1 completed [Actual Wage Calculation Form](#)
- 1 completed [Actual Wage Statement](#)
- 1 completed [Export Compliance Certification](#)
- 1 completed [I-94 Record Retrieval Consent](#) (N/A for extensions & amendments)
- 1 copy of each [job ad](#): Work at UH, Star Advertiser, Chronicle of Higher Ed, etc. (N/A for extensions if same position)
- 4 copies of last 3 pay stubs (N/A for change of status and entry from abroad requests)
- 4 copies of [passport biodata and expiration page\(s\)](#)
- 1 original + 3 copies of [employer's support letter](#)
- 4 copies of PNF **OR** offer & acceptance letters (if appointment dates on PNF or letters do not cover the entire H-1B period being requested, USCIS may not grant approval for the full requested duration.)
- 1 original + 3 copies of labor conditions & return travel attestation ([UHPA positions](#) / [HGEA positions](#))
- 4 copies of transcript or diploma for highest degree conferred (must show academic field/major)
- 4 copies of foreign credential evaluation of highest degree by a member of [NACES](#) or [AICE](#) (N/A if degree is from U.S.)
- 4 copies of updated curriculum vitae, including publications list

## If the person is currently in the U.S., also provide the following:

- 1 copy of current [entry visa](#) in passport
- 1 copy of admission stamp and notations from last U.S. entry
- 4 copies of I-94 record ([card](#) issued at last U.S. entry OR [printout](#) from [U.S. CBP's website](#))
- 4 copies of the following documents, as applicable:
  - If currently in H, O, TN, or other work status: All previous [I-797 approval notices](#)
  - If currently in F status: Current [Form I-20](#) AND [Employment Authorization Card](#) (if F-1 OPT)

## If the person is currently &/or has ever previously been in J-1 or J-2 status, also provide the following:

- 4 copies of all previous [DS-2019s](#), IAP-66s, and/or J [entry visas](#) in passport
- 4 copies of [USCIS waiver approval notice](#) &/or [DOS waiver recommendation](#) (if subject to [212\(e\) residence requirement](#))

## If family members are changing to/extending H-4 status (see page 2 of [H-1B Info Form](#)), also provide the following:

- 1 completed [Form I-539 application](#)
- 1 copy of each dependent's current [entry visa](#) in passport
- 1 copy of each dependent's admission stamp and notations from last U.S. entry
- 3 copies of each dependent's I-94 record ([card](#) issued at last U.S. entry OR [printout](#) from [U.S. CBP's website](#))
- 3 copies of each dependent's [I-797 approval notices](#) and/or current [Form I-20](#) (as applicable)
- 3 copies of all previous [DS-2019s](#), IAP-66s, &/or J [entry visas](#) for each dependent who has ever been a J-1 or J-2
- 3 copies of each dependent's [passport biodata and expiration page\(s\)](#)
- 3 copies of spouse's marriage certificate / family register showing marital relationship
- 3 copies of each child's birth certificate / family register showing parental relationship

**UH departments submitting H-1B requests must comply with University policies and procedures and with U.S. laws, regulations, and policies. Signatures below indicate the department's recognition of these responsibilities.**

Dept Chair's signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Dir's signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact's name (AO/PO): \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_