

Checklist for H-1B Petition

Submit all documents to **Loveness Schafer**, International Services Office (ISO), 101 Hatcher Hall. Government processing time for an H-1B varies from two to six months. Call (578-3191) or e- mail (lschaf2@lsu.edu) if you have questions.

NOTE: Any document not in English must be translated. Each translation must be accompanied by a translator's statement ("I, _____, hereby certify that I am competent to translate from _____ language into English and that the attached is an accurate translation of the original document") accompanied by the translator's name, title, address, and dated signature.



REQUIRED DOCUMENTS apply in ALL cases.

- Copy of approved HRS form to `create a position_ or `fill a vacancy_ or `appointment_
- Copy of approved job description, including job duties, experience and education requirements
- Copy of [Export Control Attestation form](#), filled out by the supervisor and submitted to **Debra L. Keppler**, Director of Research Compliance in the Office of Research and Economic Development (debrak@lsu.edu; please CC Loveness Schafer)
- [Request Form](#) (complete on-line on ISO website). Must be signed by department head
- Departmental Letter on behalf of Employee ([samples](#) are on ISO web site)
- Statement of employment history in the U.S. within the past 6 years, including dates, employer, job title, and visa classifications
- Copy of resume / CV
- Copy of highest diploma related to the job offer, along with transcripts. Also include a credential evaluation if degree is not from the U.S. (*Many U.S. companies evaluate diplomas; one is [Global Credential Evaluators](#)*)
- Copy of most recent Form I-94 (front and back if card version; retrieve electronic version [here](#))
- Copy of passport, including visa page



ADDITIONAL DOCUMENTS are required in each of the noted circumstances.

- a) For tenure-track appointments:
 - Copy of job offer letter and contract
- b) For new job offers:
 - Summarized statement of prior relevant work experience
- c) If the employee has EVER been employed in the United States in H-1B status:
 - Copies of all Forms I-797 (H-1B approval notices)
 - Copies of 3 most recent check stubs if currently employed in H-1B status
- d) If the employee has EVER been in J-1 or J-2 status:
 - Copies of all Forms DS-2019

- Copy of waiver OR evidence of fulfillment of two year foreign residence requirement, if beneficiary is subject to the requirement. (A letter of recommendation for waiver may be submitted to the Department of State if the application is still pending with USCIS)
- e) If the employee is CURRENTLY in F-1 status:
 - Copies of all Forms I-20
- f) If the employee has EVER had Optional Practical Training (OPT):
 - Copy of Employment Authorization Card
- g) If the employee's spouse and/or children under 21 are in need of dependent status (only applies if they are currently in the US):
 - [Form I-539](#), prepared and signed IN BLUE INK by the dependent requesting a change or extension of status. The requested end date must coincide with the petition end date for the H-1B principal
 - Copies of dependents' I-94 cards (front and back if card version; retrieve electronic version [here](#))
 - Copies of dependents' passports, including visa pages
 - Copy of marriage certificate (for dependent spouse); copy of birth certificate (for dependent child)
 - \$290 Filing Fee (regardless of the number of dependents). This should be in the form of a check or money order made payable to "Department of Homeland Security". This fee is the responsibility of the employee/dependents.



FEES for the H-1B petition are the responsibility of the department except for rare cases (see note below). Checks should be made payable to "Department of Homeland Security" and must be drawn on a bank or other institution located in the United States. Each payment must have a separate check in the exact amount.

- \$325 USCIS Filing Fee
- \$500 Fraud Prevention and Detection Fee is required for new employment, including transfers (change of employer) from other employers, but NOT for extensions and amendments with same employer (LSU)
- \$1,225 Premium Process fee, applicable only if requesting expedited service (USCIS processes premium service petitions within 15 calendar days). NOTE: in cases where expedited service is required for personal reasons (e.g. personal travel not required for the job) then this fee is the responsibility of the employee.