



Date Received _____

H-1B Application Checklist For Change of Employer and Concurrent

*** PLEASE INCLUDE THIS FORM WITH THE H-1B APPLICATION ALONG WITH ALL THE DOCUMENTS LISTED BELOW***

APPLICATIONS MUST BE RECEIVED THREE MONTHS BEFORE THE START DATE

Please use this checklist, if you are sponsoring individuals who are currently in valid H-1B status with a different employer.

*Please submit only one copy of each document, except those in bold. Documents in bold, must be an original document. **All documents must be in order (follow the instructions below) and please do not staple any of the paperwork.***

I have included the following (please check all the boxes that are relevant):

Required: ALL Applications must have the following completed forms:

- H-1 Department Request** (*to be completed by the department*)
- Beneficiary Form** (*to be completed by the employee*)
- Prevailing Wage and LCA Worksheet** (*to be completed by the department*)
- Offer letter from department** (*to be completed by the department*)
- Job Description (*to be completed by the department*)
- Approved Research Staff Appointment Form (*This only applies to Research Staff appointments*)
- Actual Wage Memo Form (*to be completed by the department*)
- Benefits Statement (See Public Access File Information) (*to be completed by the department*)
- CV (*to be completed by the employee*)
- Copy of original Diploma and transcripts. If Diploma and transcripts are from a foreign country, we need copy of Diploma and transcripts in the foreign language and English translation. If transcript is not available, then a copy of the diploma will suffice (*to be completed by the employee*)
- Copy of last pay stub or W-2 (*to be completed by employee*)
- Letter from current employer verifying dates of employment (*to be completed by the employee's current employer*)
- Copy of previous H-1 approval (I-797) (*to be completed by the employee*)
- Copy of I-94 card (*to be completed by the employee*)
- Copy of valid passport (*to be completed by the employee*)
- Copy of visa page (*to be completed by the employee*)
- Application Fee
 - \$190.00 processing fee payable to The Department of Homeland Security (only a check from any U.S. bank will be accepted).
 - \$500.00 Fraud Fee payable to The Department of Homeland Security. This fee must be paid by the department.

Depending on the application, the following forms are required:

- Premium processing request.
For a fee of \$1,000 USD, the US Immigration Service will expedite H-1 petitions. If you wish to avail this service, please include a check payable to The Department of Homeland Security.
- Dependent Information (***if beneficiary's dependents are in the US***)
 - Completed form I-539
 - Copy of I-94 for dependent(s)
 - Copy of visa page
 - Copy of front page of valid passport
 - \$200 fee payable to The Department of Homeland Security (only a check from any U.S. bank will be accepted).

Please be aware that it takes us 3-4 weeks for the International Office to process the H-1B application. You will receive an email once we have sent the H-1B application to USCIS (U.S. Immigration and Citizenship Services). Receipt and approval notices will be faxed to the appropriate department contact listed on the Department Request Form.

<p>For IO use only</p> <p>1st review date: _____</p> <p>2nd review date: _____</p>
