

## H-1B PETITION CHECKLIST FOR HR & DEPARTMENT

Visa Beneficiary: \_\_\_\_\_

**CAMPUS POLICY:** Appointment must be academic and full-time (100%). Salary must be on scale with appropriate benefits.

**PROCESSING TIMES:** Government regulations require the submission of certain documents to the U.S. Department of Labor prior to submission of the H-1B petition to USCIS. Except in the case of H-1B extensions, amendments and transfers, the University can neither appoint nor pay the scholar until H-1B status is granted. Therefore, it is important that HR & departments submit a complete H-1B request to ISSO at least 3 months prior to the scholar's H-1B start date. Please note that the processing times of H-1B petitions is not guaranteed due to an incomplete H-1B request, government delays and/or changes in USCIS processing times. A premium processing check payable to the Department of Homeland Security, may be required to expedite USCIS processing.

**APPOINTMENT CHANGES:** A material change in the terms or conditions of employment after approval of an H-1B petition may require the submission of a subsequent H-1B amendment petition to USCIS.

**ISD SUBMISSION BY HR:** Log in to ISD, enter or update required data fields and upload a PDF scan with the below documents, except filing fee checks. The filing fee checks must be requested by the department in Bear Buy with instructions to be sent to the ISSO at campus box 0477.

**DHS FILING FEE CHECKS:** Department logs in to BearBuy and request check(s) payable to "Department of Homeland Security" at USCIS California Service Center, 24000 Avila Road, Laguna Niguel, CA 92677. Do not send checks to Immigration. Add instructions for the Controller's office to send original checks to the ISSO office at campus box 0477. Include a copy of this form with the check(s) request.

<input type="checkbox"/> <b>Export Control Attestation</b>	· Signed by faculty sponsor
<input type="checkbox"/> <b>Appointment or Offer Letter</b>	· UCSF appointment dates may be shorter in length than H-1B visa request dates
<input type="checkbox"/> <b>DHS Filing Fee Checks</b> (instructions above)	· \$460 filing fee (required) · \$500 anti-fraud filing fee (required for initial H-1B & transfer of H-1B status to UCSF) · \$1,410 premium processing fee (optional)
<input type="checkbox"/> <b>H-1B Support Letter</b>	· Printed on UCSF letterhead & signed by department chair
<input type="checkbox"/> <b>Actual Wage Memorandum</b>	· Signed by HR or department representative
<input type="checkbox"/> <b>Notice of Intent</b> (if applicable)	· Not required if H-1B position is union-represented (i.e. Postdoctoral Scholar) · Post in two conspicuous locations for each worksite location · Post for ten consecutive business days for each worksite location · Prepare multiple Notice of Intent forms for each worksite location · Signed by HR or department representative
<input type="checkbox"/> <b>H-1B Addendum</b>	· Signed by department chair