

H-1B Packet Checklist

This checklist may be used as a guide for compiling the H-1B dossier to initiate a petition through OISS. Once all materials are obtained, please submit packet to OISS for processing.

Please select one: In-Country Change of Status or Extension
 Consular Processing

- H-1B Position Data Sheet (3 pages, signed in 2 places)
- Petition Fees: (separate checks for each fee, payable to “**US Department of Homeland Security**” which will be sent to USCIS, California Service Center I-129, PO Box 10129, Laguna Niguel, CA 92607-1012)
 - \$460**—I-129 Petition Fee
 - \$500**—H-1B Anti-Fraud Fee (only for New Employment or Transfer of Employment, not required for Extension)
 - *Note: The \$325 fee and \$500 fee may not, in any way, be paid by the employee. These fees must be covered by the employer****
 - \$1225**—Premium Processing Fee (optional, reduces ~90-day USCIS adjudication time to 15 days)
- UCSB Department Letter for H-1B Request (please submit 2 signed originals, see template below)
- UCSB Benefits Level Indicator and Explanation (BELI) Salary Scale if appropriate (2 copies)
- Employee Information Sheet
- Items from H-1B Employee Checklist

Start Your Inspection File As Follows

Checklist for Public Inspection File: The below checklist is provided as a guide to the Department for creating a Public Inspection File, which will remain in the Department, as required by the US Dept of Labor. The file should be kept a minimum of one year beyond the last date on which the H-1 employee was employed under the Labor Condition Application. **Please note, the file may be set up now with the first two checklist items. Subsequent items will be generated by OISS over the course of the H-1 processing period and provided to the Department.**

- Copy of H-1B Position Data Sheet
- Copy of UCSB Department Salary and Benefits Letter (include BELI)
- Copy of Certified Prevailing Wage Determination (this will be provided by OISS approximately 45-60 days after receiving H-1B materials for processing)
- Notice of Intent to File a Labor Condition Application Form (this will be provided by OISS approximately 45-60 days after receiving H-1B materials for processing)
- Labor Condition Application (ETA 9035) (will be provided by OISS approximately 90 days after receiving H-1B materials for processing)

(On Department/Institute Letterhead)

Current Date

U.S .Citizenship and Immigration Services
California Service Center
ATTN: Cap Exempt H-1B Processing Unit
P.O. Box 30040
Laguna Niguel, CA 92607-3004

Dear USCIS Officer,

(Name of Employee) has been selected for a temporary appointment as a **(Job Title)** with the University of California, Santa Barbara's **(Employing Department/Institute)**. We are requesting to sponsor **(Name of Employee)** for **(list just one of the following)**:

- authorization for **new employment** in the **(H-1B/E-3)** nonimmigrant status
- An **extension** of his/her current **(H-1B/E-3)** authorization for continuation of previously approved employment without any changes.
- An **amendment** to his/her current **(H-1B/E-3)** authorization.
- A change in employer – to **transfer** his/her current **(H-1B/E-3)** authorization to begin new employment at UCSB.
- Authorization for **(H-1B/E-3) concurrent** employment at UCSB)

The responsibilities and duties for this position are **(Description of Job Duties)**, and as such requires a minimum degree of **(Degree level)** in the field of **(Major/Academic Field)**.

(Name of Employee) not only possess this degree, or the equivalent of this degree, but also has valuable background in field of **(academic field/ research field)**. Therefore, we hope that you will be able to approve our request for the **(H1B/E-3)** classification.

The University will fully comply with the terms of the certified Labor Condition Application for the duration of authorized employment and will obtain and post a new LCA for any new place(s) of employment prior to reassignment. **(For H1-B only, include this statement: As the employer, I understand the requirement and will be liable to provide the reasonable costs of return transportation to the employee to his/her last place of residence abroad if he/she is dismissed from employment prior to the end date of the approved period of H-1B status.)**

Thank you for your assistance.

Sincerely,

Name
Title (Department Chair/Director)