

IDAHO STATE UNIVERSITY

H1-B Documentation Checklist

EMPLOYEE DOCUMENTS

- Non-immigrant questionnaire
- Offer Letter
- Degree Certificate (Translated if not in English)
- Curriculum Vitae
- Passport
- I-94
- Proof of Non-Immigrant Status (if currently in United States):
 - I-20 (F-1)
 - Employment Authorization Card (F-1 OPT)
 - DS-2019 (J-1)
 - I-797 Approval Notice (H-1, O-1, TN, E-3, other)

EMPLOYER DOCUMENTS

- Actual Wage Worksheet
- Actual Wage Memorandum
- Employer Statement Regarding Filing of a Labor Condition Application

FEES

- \$460.00 Standard Filing Fee
- \$500.00 Fraud Prevention and Detection Fee
- \$1,410.00 Premium Processing Fee (Optional) Starting April 3, 2017, USCIS will temporarily suspend premium processing for all [H-1B petitions](#). This suspension may last up to 6 months.
- \$370.00 Dependent Filing Fee

***Checks should be made payable to the Department of Homeland Security**

***Employer is responsible for payment of the \$500 Fraud Fee. All other fees can be paid by the employee if the actual wage paid is higher than the prevailing wage.**

DEPENDENTS DOCUMENTATION* (Only those requiring H-4 status)

- I-539 completed and signed
- Passport(s)
- I-94(s)
- Proof of Non-Immigrant Status
- Marriage License (if Spouse)
- Birth Certificate(s) (Children)

* CAUTION: IPO cannot make recommendations on the I-539 filings for dependents. We will however enclose the application with the I-129 petition as a complementary

IDAHO STATE UNIVERSITY

service. Please call the International Student and Scholar Services Coordinator Shawn Bascom at 208-282-5304 for additional information on any of the above.