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 Filling of a Labor Condition Application
- Form I-129(E), ISU Supplemental Export Control Questionnaire

FEES

- $460.00 Standard Filing Fee
- $500.00 Fraud Prevention and Detection Fee
- $1,440.00 Premium Processing Fee Note: Premium processing is highly recommended for all applicants with employment start dates within the next eight months.
- $370.00 Dependent Filing Fee

*Checks should be made payable to the Department of Homeland Security
*Employer (academic department) is responsible for payment of the Standard Filing Fee and the Fraud Prevention 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 service. Please call Shawn Bascom at 208-282-5304 for additional information on any of the above.