**Checklist for H-1B Petition**

Submit all documents to **Loveness Schafer**, International Services Office (ISO), 101 Hatcher Hall. Government processing time for an H-1B varies from two to six months. Call (578-3191) or e-mail (lschaf2@lsu.edu) if you have questions.

**NOTE:** Any document not in English must be translated. Each translation must be accompanied by a translator’s statement (“I, ____________, hereby certify that I am competent to translate from _______ language into English and that the attached is an accurate translation of the original document”) accompanied by the translator’s name, title, address, and dated signature.

**REQUIRED DOCUMENTS** apply in ALL cases.

- Copy of approved HRS form to “create a position” or “fill a vacancy” or “appoint a position”
- Copy of approved job description, including job duties, experience and education requirements
- Copy of **Export Control Attestation form**, filled out by the supervisor and submitted to **Debra L. Keppler**, Director of Research Compliance in the Office of Research and Economic Development (debrak@lsu.edu; please CC Loveness Schafer)
- **Request Form** (complete on-line on ISO website). Must be signed by department head
- Departmental Letter on behalf of Employee (samples are on ISO web site)
- Statement of employment history in the U.S. within the past 6 years, including dates, employer, job title, and visa classifications
- Copy of resume / CV
- Copy of highest diploma related to the job offer, along with transcripts. Also include a credential evaluation if degree is not from the U.S. (*Many U.S. companies evaluate diplomas; one is Global Credential Evaluators*)
- Copy of most recent Form I-94 (front and back if card version; retrieve electronic version [here](#))
- Copy of passport, including visa page

**ADDITIONAL DOCUMENTS** are required in each of the noted circumstances.

a) For tenure-track appointments:
   - Copy of job offer letter and contract

b) For new job offers:
   - Summarized statement of prior relevant work experience

c) If the employee has EVER been employed in the United States in H-1B status:
   - Copies of all Forms I-797 (H-1B approval notices)
   - Copies of 3 most recent check stubs if currently employed in H-1B status

d) If the employee has EVER been in J-1 or J-2 status:
   - Copies of all Forms DS-2019
If the employee is CURRENTLY in F-1 status:

- Copies of all Forms I-20

If the employee has EVER had Optional Practical Training (OPT):

- Copy of Employment Authorization Card

If the employee's spouse and/or children under 21 are in need of dependent status (only applies if they are currently in the US):

- Form I-539, prepared and signed IN BLUE INK by the dependent requesting a change or extension of status. The requested end date must coincide with the petition end date for the H-1B principal
- Copies of dependents' I-94 cards (front and back if card version; retrieve electronic version here)
- Copies of dependents' passports, including visa pages
- Copy of marriage certificate (for dependent spouse); copy of birth certificate (for dependent child)
- $290 Filing Fee (regardless of the number of dependents). This should be in the form of a check or money order made payable to “Department of Homeland Security”. This fee is the responsibility of the employee/dependents.

FEES for the H-1B petition are the responsibility of the department except for rare cases (see note below). Checks should be made payable to “Department of Homeland Security” and must be drawn on a bank or other institution located in the United States. Each payment must have a separate check in the exact amount.

$325 USCIS Filing Fee

$500 Fraud Prevention and Detection Fee is required for new employment, including transfers (change of employer) from other employers, but NOT for extensions and amendments with same employer (LSU)

$1,225 Premium Process fee, applicable only if requesting expedited service (USCIS processes premium service petitions within 15 calendar days). NOTE: in cases where expedited service is required for personal reasons (e.g. personal travel not required for the job) then this fee is the responsibility of the employee.