

ITEMS NEEDED FROM THE HIRING DEPARTMENT

- H-1B Hiring Department Questionnaire
- Actual Wage Memorandum
- H-1B support letter (Template found at www.uthscsa.edu/ois)
- Copy of letter of offer
- Copy of the official position description for this position, including the minimum and preferred requirements or a copy of the position as listed in UT Health Careers
- Copy of email message from HR to department approving hire (for initial H-1B for classified staff A & P petitions for classified staff and A & P positions only)
- Export Controls Certification Form
- A check for \$460 government filing fee
- A check for \$500 government fraud detection fee (Not required for current UT Health Science Center H-1B employees)
- A check for \$1,225 government premium processing fee (For Premium Processing only)
- Inter-Departmental Transfer Voucher (IDT) for \$750 payable to the Office of International Services found via the following link: http://www.uthscsa.edu/business/FORMS/people_soft_idt_inter-department_transfer_voucher.dot

*Please note that the IDT will be processed by OIS when the prevailing wage request is submitted to the U.S. Department of Labor. The fee is non-refundable even if the application is withdrawn before it is sent to USCIS for approval.

ITEMS NEEDED FROM THE H-1B APPLICANT

- H-1B Applicant Questionnaire
- Copy of applicant's current Curriculum Vitae (CV) or resume
- Copies of professional degree diplomas/certificates for all degrees (U.S. and foreign) and academic transcripts if the field of study is not listed on diploma/certificate
- Copy of credential evaluation for foreign degree that qualifies applicant for the position (See www.naces.org or www.aice-eval.org for evaluators)
- Copies of passport page(s) showing expiration date and biographic information
- Copies of current and previous visa stamp(s)
- Copy of most recent I-94 Arrival Record (can be downloaded at <https://i94.cbp.dhs.gov/>) or if last arrival to the U.S. prior to April 2013 copy of the front and back of I-94 card
- Copies of all prior I-20 forms if previously held F status
- Copies of all prior DS-2019 forms if previously held J status
- Copy of the Form I-612 Waiver Approval Notice (if previously held J status and subject to the two-year home residency requirement)
- Copies of all prior Form I-797 Approval Notices if previously held H, L, O or TN visa status
- Pay stubs from last two months (for H-1B transfers and H-1B extensions only)
- Copy of any current or previous Employment Authorization Card (EAD)
- Receipt and/or approval notices for any Form I-140 and/or Form I-485 applications
- Employment verification letter from current employer (for H-1B transfers only)
- Texas Medical/Dental/Nursing license (if position involves any patient contact)

If applicant is a physician who will participate in a clinical position provide:

- Evidence of passing all 3 steps of U.S. Medical Licensing Examination (USMLE)
- ECFMG Certificate

If applicant will request H-4 dependent status for family members (spouse or children) currently in the U.S. provide:

- Form I-539 with government filing fee of \$370 (Form found at <https://www.uscis.gov/i-539>)
- Copies of pages of family members' passport showing expiration date and biographic information
- Copies of current and previous visa stamp(s) of family members'
- Copies of most recent I-94 Arrival Record or I-94 card of family members'
- Copies of other immigration documents if applicable (For example: DS-2019 form, I-20 form, EAD card, I-797 Approval Notice, etc.)
- Copy of Marriage certificate for spouse (If document is not in English, provide certified translation.)
- Copy of Birth certificate(s) for children (If document is not in English, provide certified translation.)

*The translator must certify that s/he is competent to translate and that the translation is accurate. The certification format should include the certifier's name, signature, address, and date of certification.

Make checks payable to:
 "U.S. Department of Homeland Security"
 USCIS – California Service Center
 24000 Avila Road, 2nd Floor, Room 2312
 Laguna Niguel, CA 92677