**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](http://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](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 The fee is non-refundable even if the application is withdrawn before it is sent to USCIS for approval.*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](http://www.naces.org) or [www.aiice-eval.org](http://www.aiice-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/](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](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.*