

IDAHO STATE UNIVERSITY

International Programs Office

H-1B Petition Documentation Checklist

EMPLOYEE DOCUMENTS

- Non-immigrant questionnaire
- Job 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
- Form I-129(E) - ISU Supplemental Export Control Questionnaire
- Compliance Requirements for H-1B Employers.
- Copy of national job advertisement (screenshots/PDFs or tear sheets of ads posted in national journals)

H-1B APPLICATION FILING FEES

- \$460.00 Standard Filing Fee
- \$500.00 Fraud Prevention and Detection Fee
- \$2,500.00 Premium Processing Fee (Optional)
- \$370.00 Dependent Filing Fee
- Separate \$85 biometric Fee/application

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

*Employer is responsible for payment of the \$500 Fraud Fee and \$460 Filing 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)

* **Attention:** The International Programs Office 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 to our employees.