

# International Education Services

3116 Mitchell Building, College Park, MD 20742  
www.international.umd.edu/ies



## H-1B CHECKLIST

- Fill out and complete pages 1-4, 8-9, & 13-15 of the I-129 pdf forms emailed from IES. Return by email to Marie Davis in IES
- Print out (2) page 9's of I-129 form, have the department chair sign both copies in blue ink. Return these original pages to IES with other supporting documents and checks
- Letter on **University department letterhead** requesting that an H-1B petition be filed. Please note that the letter must specify:
  - Duties and responsibilities of the position
  - Salary offered
  - Dates of employment desired
  - Required qualifications for the position
  - How the individual meets those requirements
  - Promise to pay return transportation if employee is dismissed from employment before status ends
- Copy of all degree/s, diploma/s, certificate/s or a letter from the school indicating that s/he has the required education. IF the document is not in English, it must be accompanied by an English translation
- Copy of updated CV or resume
- If H-1B applicant is currently in the United States:
  - Copy of both sides of the I-94 Arrival/Departure Record (a small white card stapled into the passport)
  - Copy of the personal information page of the passport along with the page that shows the expiration date of passport (must be valid 6 months into the future)
  - Copy of the U.S. visa used to enter the U.S. (stamped page in passport)
    - If in **F-1** status: copies of ALL I-20s AND proof of full-time student status at the school attended OR Optional Practical Training authorization, if applicable
    - If in **F-2** status: copies of ALL of the I-20s of the F-2 AND proof that the F-1 maintained/ is maintaining full-time student status
    - If in **J-1** status: copies of ALL DS-2019s and IAP-6's AND waiver of the two-year home residency requirement, if applicable
    - If in **J-2** status: copies of ALL of J-2's DS-2019s and IAP-66's AND waiver of the two-year home residency requirement, if applicable
    - If in **H-1B** status: Copy of form I-797 Approval Notice for current and past H-1B employment and at least 2 paycheck stubs.
    - If in **H-4** status: Copy of form I-797 Approval Notice for H-4 pr proof of change of status to H-4
- U.S. Citizenship & Immigration Services ("USCIS") Filing Fees in the amount of
  - \$320 USCIS Filing fee for I-129 petitions
  - \$500 Fraud Prevention and Detection fee for initial, transfer, and concurrent petitions
  - **Additional \$1,000** if "Premium Processing" is desired
  - Make checks payable to the **"U.S. Citizenship & Immigration Services"**

## IF FILING FOR DEPENDENT(S) ALREADY IN THE U.S.

- Completed Dependent Questionnaire: I-539 form
- For Dependent/s in the U.S. ONLY:
  - Copy of both sides of the I-94 Arrival/Departure Record (a small white card stapled to the passport)
  - Copy of the personal information page of the passport along with the page that shows the expiration date of passport (must be valid 6 months into the future)
  - Copy of the U.S. visa used to enter the U.S. (stamped page in passport)
  - If in H-4 status, copy of Form I-797 Approval Notice(s). If in other visa status, copy of all previous visa documentation forms
  - USCIS Filing Fee: Check drawn on a bank located in the U.S. **payable to the "U.S. Citizenship & Immigration Services"** in the amount of \$300
  - Marriage certificate and/or birth certificate (translated into English)

***\*Please make four collated packets (one original plus three copies) of all documents\****