

# IDAHO STATE UNIVERSITY

## Office of Equity and Inclusion

### 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
- \$1,440.00 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. 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 Office Equity and Inclusion 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.