H-1B EMPLOYEE CHECKLIST

OISSS is happy to assist you in the processing of your H-1B application. To help process your application materials, please provide your Department with the following (clear copies only) who will then submit to OISSS:

**FORMS:**
- Employee Form
- Export License Review Form. Once you receive this signed form from your Hiring Department, please read and sign yourself.

**PERSONAL & PROFESSIONAL DOCUMENTATION:**
- Curriculum Vitae, Resume
  Updated curriculum vita or resume.
- Diplomas, Transcripts
  - If the degree that qualified you for the position was from a U.S. university/college, please provide the official transcripts and diploma.
    ⇒ **Note:** This is likely the most recent degree conferred, but not always.
    OR
  - If the degree that qualified you for the position was NOT from a U.S. university/college, please provide any and all transcripts (or marks) and diplomas, in addition to English translations of these documents.
- Pay statements
  If coming to the University on an H-1B visa with immediately preceding employer, three most recent pay statements (or stubs) from that employer.

**IMMIGRATION DOCUMENTATION:**
- Passport
  Biographic page of passport reflecting validity dates. Please also provide all extension pages, if applicable.
- U.S. Visa (if applicable)
  Current or expired U.S. Visa page from passport.
  ⇒ **Note:** The passport number listed on the U.S. visa page must match the passport provided above. However, if the passport was renewed after the U.S. visa was issued (thus a new passport #), please provide the biographic page of the prior passport.
- I-94 Card (if applicable)
  Current I-94 card (front and back) digital record. “Admitted” stamp must be legible. Digital records can be obtained from: https://i94.cbp.dhs.gov/
- F-1, J-1 (if applicable)
  All prior I-20’s and DS-2019’s (F-1 and J-1 visa forms). Copy of any/all EAD cards (if applicable)
- J-1 visa—Proof of Waiver of 2-year Foreign Residency Requirement (FRR), (if applicable)
  If previously on J-1 visa that was subject to 2-year FRR, either U.S. Dept. of State waiver letter, or USCIS Form I-797 (approval notice of waiver).
- OPT Card (if applicable)
  Current or expired OPT card (front and back).
- H-1B Approvals (if applicable)
  All prior Form I-797’s (H-1B visa approval notice).
- Other Visa Evidence (if applicable)
  Proof of previous or current visa status for other visa statuses not listed. Examples would include B, TN/TD, H-4, and L statuses, and such evidence would be Form 1-797 or I-94 cards and/or visa stamps reflecting such status.
- I-140 Approval Notice (if applicable)
  Please provide this if H-1B period being applied for exceeds 6 years.
- $1,225 Premium Processing check or money order (if applicable)
  *** Note: If your Department requires you to commence new employment in the immediate future, thereby requiring Premium Processing to be used, the Department must pay this fee, not you.

**PLEASE SEE PAGE 2 FOR DEPENDENT REQUIREMENTS ↓**
**H-1B EMPLOYEE CHECKLIST**

If you have a dependent please provide the following. Unlike the fees associated with your H-1B classification the University of Toledo is NOT obligated to pay any fees for processing your Dependents.

**DEPENDENT DOCUMENTS IF DEPENDENTS ARE IN THE U.S.**

- [ ] Completed I-539 Form
- [ ] Passport
  Biographic page of passport reflecting validity dates. Please also provide all extension pages, if applicable.
- [ ] U.S. Visa (if applicable)
  Current or expired U.S. Visa page from passport.
  ⇒ **Note:** The passport number listed on the U.S. visa page must match the passport provided above. However, if the passport was renewed after the U.S. visa was issued (thus a new passport #), please provide the biographic page of the prior passport.
- [ ] I-94 Card (if applicable)
  Current I-94 card (front and back) digital record. “Admitted” stamp must be legible. Digital records can be obtained from: https://i94.cbp.dhs.gov/
- [ ] Proof of relationship
  Copies of marriage and/or birth certificates
- [ ] F-1, J-1 (if applicable)
  All prior I-20’s and DS-2019’s (F-1 and J-1 visa forms). Copy of any/all EAD cards (if applicable)
- [ ] J-1 visa—Proof of Waiver of 2-year Foreign Residency Requirement (FRR). (if applicable)
  If previously on J-1 visa that was subject to 2-year FRR, either U.S. Dept. of State waiver letter, or USCIS Form I-797 (approval notice of waiver).
- [ ] Check for $290.00 (UT is not required to pay for dependents)
- [ ] H-1B Approvals (if applicable)
  All prior Form I-797’s (H-1B visa approval notice).
- [ ] Pay statements
  Copies of each dependents’ 3 most recent pay statements (if dependent is currently employed).

When the Employee and Hiring Department have gathered all of the documents, please contact:

**Michael Mahon**
*Immigration Advisor*

The University of Toledo
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Toledo, OH 43606-3390

(419) 530-4229 Phone
(419) 530– 4224 Fax
Michael.mahon@utoledo.edu

Hours: M-F 8:15 a.m.— 5:00 p.m. EST