

H1-B VISA EXTENSION CHECKLIST REQUIREMENTS

The University of Toledo is happy to assist international faculty and staff with the processing of H-1B Visas. While we do not have a full service immigration office, we do serve as a gateway for the processing of H-1B applications through the International Institute of Toledo. To help process your application materials please provide us with the following:

APPLICANT REQUIREMENTS:

- H1B Visa – Information Sheet**
- Copy of I-94 card** front & back (Arrival/Departure Form)
- Recent Curriculum Vita or Resume**
- Copy of current Visa and ALL prior Visa periods of stay, including extensions**
- Spouse / Children Information form.**
Only if married or children are to accompany Applicant.
- Transcripts**
If last degree was awarded in the US, provide a copy of the transcripts (not diploma), along with University address and date the degree was awarded.

If last degree was awarded outside of the US, provide copy of ALL degrees, transcripts and translation to English if necessary.
- Most recent pay stub from last employer if on prior H1B**

DEPARTMENT REQUIREMENTS:

- Letter from UT** offering employment and referencing starting date, position or job title and salary.
- Memo from Department Chair** outlining the reasons the candidate was the most qualified applicant.
- H1B Department Request Form** to be completed and signed by the supervisor / department chair.
- Letter from Department Chair** stating that degree from another country is equivalent to the same degree in USA. If last degree received was awarded in another country.
- Check from UT** for \$620 for standard processing (4-5 months) or \$1,620 for expedited processing (15 business days)

Checks should be made payable to the International Institute of Toledo and the requisition should include a notation “do not mail, call department at your extension to pick up”.

HUMAN RESOURCE REQUIREMENTS:

- ETA 9035 Form**
HR will process this and get appropriate signatures

When the department has gathered all of the forms please e-mail HR to set up an appointment:

Michael Allen
Human Resource Department
University of Toledo
Mail Stop 205
Toledo, OH 43606-3390
419-530-1488

Please note that University processing may take up to three weeks from the time all information has been received by the Human Resource Department.

