

H-1B VISA 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:

- H-1B Visa – Information Form**
- Passport**
Copy of biographic of passport, including all extension pages
- U.S. Visa**
Copy of current or expired U.S. Visa page (stamp) of passport
- I-94 Card**
Copy of current I-94 card (front and back) if in US. "Admitted" stamp must be legible
- Prior H-1B**
Copy of all prior Form I-797's (H-1B approval notice), if applicable
- OPT Card**
Copy of current or expired OPT card (front and back), if applicable
- F-1, J-1**
Copy of all prior Form I-20's (F-1 visa) and all prior DS-2019's (J-1 visa), if applicable
- Diplomas, Transcript**
 - If latest degree awarded within U.S. copy of the actual transcripts and diploma
 - If latest degree awarded outside U.S., copy of any and all diplomas awarded, including English translation of the latest degree's diploma and transcripts
- CV, Resume**
Copy of updated curriculum vita or resume
- Paycheck statement**
Copy of three most recent paycheck statements from previous employer if on H-1B
- Spouse/Children Info Form**
If you need an H-4 visa for dependents, please provide this form

DEPARTMENT REQUIREMENTS:

- H-1B Visa Department Request Form**
- Offer Letter**
Letter from UT offering employment and referencing start date, position and compensation
- Degree Equivalency Memo**
On UT letterhead from department chair (or immediate supervisor) stating that the degree from another country is equivalent to the same degree in the U.S. (only need if latest degree awarded is outside the U.S.)
- Check**
From UT for \$1,170 for normal processing (approximately 60-120 days) or \$2,170 for premium processing (15 days). Checks should be made out to the "International Institute" and the requisition should include a notation "do not mail, call Michael Allen at x1488 for pick-up".

HUMAN RESOURCE REQUIREMENTS:

- Form ETA 9035E**
HR will process and obtain appropriate signatures.
- Permanent Position**
 - Yes
 - No
- If yes, faculty or staff?**
 - Faculty
 - Staff
- If faculty, Offer letter date**

When the applicant and department have gathered all of the forms please contact:

Michael R. Allen
Immigration Specialist
Human Resources
The University of Toledo
2801 W. Bancroft St., MS 205
Toledo, OH 43606-3390

(419) 530-1488 Phone
(419) 530-1490 Fax
Michael.Allen2@utoledo.edu

Please note that University processing may take 5-7 days from the time all information has been received by Human Resources.

