H-1B DEPARTMENT CHECKLIST

Documentation listed below is required for all new H-1Bs, H-1B extensions, and amendments. Please submit all forms with handwritten signatures.

Hiring Department Requirements:

☐ H-1B Department Request Form
☐ H-1B Actual Wage Explanation and Memo (not required for positions controlled by a collective bargaining agreement (AAUP, AFSCME, CWA)
☐ Export Control Certification Form
☐ Copy of the epaf on file if PSA position
☐ Offer Letter
☐ Job Posting(s) as advertised (if applicable)
☐ H-1B Employee Request Form and Employee Documentation (from Employee Checklist)

Please coordinate with employee to ensure these documents are submitted.

Completed applications may be electronically submitted by email to:
Maryam Sediqe, Program Manager Immigration Services
maryam.sediqe@utoledo.edu

Please allow 1-2 weeks for the review of these documents. In order to provide equitable treatment to all departments, OISSS has adopted a first in first out procedure—meaning that although we will do our best to process those requests that have upcoming deadlines, OISSS procedure is to process those requests that were received timely and provided in advance.

Upon submission of all required forms and documents, OISSS will send the Sponsoring Department an invoice requesting permission to perform an Interdepartmental Journey Entry Transfer based on the fee chart below:

H-1B Fee Chart

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>TOTAL FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>New H-1B</td>
<td>$2160</td>
</tr>
<tr>
<td>H-1B Extension and/or Amendment</td>
<td>$1660</td>
</tr>
<tr>
<td>USCIS Premium Processing Fee (optional)</td>
<td>$1440</td>
</tr>
</tbody>
</table>