Please submit only one copy of each document, except where noted below, and do NOT staple. You may send IFSS these documents separately or as a complete application. If you email/fax documents to IFSS, please do NOT send duplicates via InterD, unless otherwise directed. If original documents are needed, we have indicated those below.

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**Processing Timelines**

Regular processing takes roughly 3-4 months when the petition is at USCIS, depending on workload. Please allow IFSS several weeks to review your petition prior to that. Use the following guidelines to allow for sufficient time to prepare a complete petition from start (IFSS receives petition) to finish (approval notice received from USCIS). Please remember holidays as you are planning as well – USCIS offices do shut down on federal holidays.

**New petition**: 4-6 months

**Amended Petition**: 5-6 months; if you are unsure if an amended petition is needed, fill out the Amended Petition Determination form.

**Extension Petition**: 3-4 months ideally; employee will be allowed to work 240 days beyond current expiration date once receipt notice is received.

**Portability Petition**: 3-4 months ideally; employee will be allowed to start work with the UW once a receipt notice is received.

**Premium Processed Petition**: If your department selects to use premium processing, this guarantees the petition will be adjudicated in 15 calendar days. This does not guarantee an approval. If USCIS requests further evidence (RFE), we will be given a timeframe in which to respond to the RFE and processing times can vary.

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Step 1 required documentation:
- H-1B Department Request Form
- Beneficiary Information Form (to be competed by the employee)
- Prevailing Wage Determination Form (ETA 9141)
  - May not be needed if filing an extension or amended petition. Please consult IFSS.
- PVL OR PVL waiver, if applicable
- Actual Wage Certification Form and Comparison Chart (IFSS will send to you if not included with the above)
  - May not be needed if filing an extension or amended petition. Please consult IFSS.

Step 2 required documentation:
- LCA Authorization Form
  - May not be needed if filing an extension or amended petition. Please consult IFSS.

Step 3 required documentation:
- Form I-129, pages 1-8 and 13-14 (2 originals of page 6 and 14; if you sign as “preparer” please also include 2 originals of page 7; if further explanation is needed on page 8, include 2 originals of page 8) – **REMEMBER TO SIGN IN BLUE INK ONLY**
- Form I-907 - **ONLY IF** premium processing this application (see premium processing fee below)
- Export Control Worksheet (to be completed by the Department Chair or Principal Investigator/Supervisor)
- Current offer letter from department – **ensure title, salary and dates of employment match what you are requesting**
- Application Fees (payable to “US Department of Homeland Security”)
  - $325 processing fee for all petitions **(REQUIRED)**. This fee must be paid by the department.
  - $500 anti-fraud fee **(ONLY IF** this is the employee’s very first H-1B at UW-Madison). This fee must be paid by the department. Not required for extensions or amendments.
  - $1,225 premium processing fee **(ONLY IF** you are expediting this petition). This fee must be paid by the department. This fee is in addition to the processing fee noted above.
  *When requesting checks, you may make a note to Business Services to call IFSS when the checks are ready for pick-up. We will confirm with the departments when those have been picked up by our office.
- If you wish to send the application via FedEx or UPS, please send a pre-addressed, pre-paid mailing label to IFSS. USCIS’s courier address is:
  - **For Regular Processing**
    - USCIS--California Service Center
    - Attn: H-1B Cap Exempt Processing
    - 24000 Avila Road, 2nd Floor, Room 2312
    - Laguna Niguel, CA 92677
  - **For Premium Processing**
    - USCIS--California Service Center
    - Premium Processing
    - 24000 Avila Road, 2nd Floor, Room 2312
    - Laguna Niguel, CA 92677
The Beneficiary should supply you with the following to include in Step 3:

- Copy of immigration documents (only if beneficiary is in the US) – see attached beneficiary checklist
- Copy of first page of two publications or two recommendation letters
  - Publications must be recent, within the last 5 years.
  - Recommendation letters can be addressed to “To Whom It May Concern” and should state the beneficiary’s qualifications and expertise.

If this is an extension, amendment or portability application, the beneficiary should provide the following:

- Copies of paystubs from the previous 4 months

If the position requires a license to practice in the State of Wisconsin, the beneficiary should supply the following documentation as well:

- Copy of the state license
- ECFMG certification (only for foreign medical graduates working with human patients, except Canadians)
- Results of the USMLE Steps 1, 2 and 3 (for MD’s) OR results of the NBOME COMLEX-USA (for DO’s)
- If board certification or eligibility is required in the PVL, copies of board certification or eligibility is also required

If the beneficiary has dependents in the U.S. that must file (see beneficiary form), the beneficiary should supply the following:

- Form I-539 – ensure this is signed by the dependent spouse or eldest child NOT the beneficiary - REMEMBER TO SIGN IN BLUE INK ONLY
- Copy of immigration documents – see attached beneficiary checklist
- Application Fee of $290.00 (flat fee, no matter how many dependents are applying). This must be paid by the beneficiary NOT the department.
Beneficiary Checklist

All applicants: (1 copy of each unless noted otherwise)
- Passport – biographical information page only (valid at least 6 months beyond start date of petition)
- Copy of diploma/certificate AND English translation*
- Copy of transcript (if your field of study is not indicated on diploma/certificate) AND English translation*
- Credential evaluation, if degree was earned abroad (except Canadians) – see note on page 4 of the Beneficiary Information Form regarding ECFMG certification for foreign medical graduates
- Current Curriculum Vitae or Resume

If currently in the U.S.:
- Copy of the I-94 (now obtained online at www.cbp.gov/i94)
- Copy of the visa page from your passport

If you are currently in F-1 or F-2 status, please also include:
- Copies of all previous I-20(s)
- Copy of both sides of Employment Authorization Document (EAD), if on Optional Practical Training (OPT)
- If currently in F-2 status, submit copies of F-1’s I-94/visa/passport bio page

If you are currently or have ever been in J-1 or J-2 status, please also include:
- Copies of all IAP-66(s) or DS-2019(s), front and back
- If currently in J-2 status, submit copies of J-1’s I-94/visa/passport bio page
- If subject to the 2 year home residence requirement (212e), provide the following:
  - U.S. Department of State No Objection Letter AND I-612 USCIS Approval Notice
  - OR, if you fulfilled the requirement, evidence you were in your home country for that time

If you have ever been in H-1B or H-4 status, please also include:
- Copies of all previous I-797 Approval Notice(s)
- Copy of paystubs from the past 4 months
- If you currently hold H-4 status, copies of documents related to spouse’s H-1B including: employment letter, last 4 months pay stubs, H-1B Approval Notice(s), I-94, visa stamp, passport

If you have dependent(s) that are applying for H-4 status and are inside the U.S., please also include:
- Completed Form I-539 – must be signed in BLUE ink by dependent not the beneficiary
- Copies of all previous immigration documents (DS-2019, I-20 and/or I-797)
- Copies of the following for all dependent’s
  - I-94
  - Visa page from passport
  - passport biographical page (valid at least 6 months beyond start date of petition)
- Copies of the following for a dependent spouse:
  - Marriage certificate AND English translation*
- Copies of the following for dependent children:
  - Birth certificate(s) AND English translation*
- $290 filing fee for I-539 (Personal check or money order from a U.S. bank payable to the “U.S. Department of Homeland Security”). This cannot be paid by your department.

*Translations
If any documents are not in English, they must be translated. The beneficiary may not do the translating. The translation does NOT need to be done by a professional translator but it must contain the following statement. “I, (name), certify that I am competent to translate from the (name of language) language into English and that the attached is the accurate translation of the original documents.” The translation must also be signed and dated by the translator.