International Faculty & Staff Services

Department Checklist

✓ Do not staple documents.
✓ You may send documents separately or as a complete application.
✓ Please submit only one copy of each document, except where noted below.
✓ Print all forms and documents single-sided only.
✓ If you email documents to IFSS, please do NOT send duplicates via InterD or fax.
✓ If original documents are needed, we have indicated those below.

Step 1:
- Send Beneficiary Form to employee—you will need this to complete Step 3; do not send to IFSS until Step 3
- Department Request Form
- 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) – EIT titles will not have a PVL to submit
- 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:
- LCA Authorization Form
  - May not be needed if filing an extension or amended petition. Please consult IFSS.

Step 3 (please submit in this order):
- Application Fees (payable to “US Department of Homeland Security) - submit check request forms to Business Services. IFSS cannot process those requests, but can pick up the checks when they are ready. We will notify you when we pick up the checks and will put them with the corresponding petition.
  - $460 processing fee (REQUIRED). This fee must be paid by the department.
  - $500 anti-fraud fee (ONLY IF this is the employee’s first H-1B at UW-Madison). This fee must be paid by the department.
  - $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.
- Beneficiary Information Form (completed and signed by employee)
- Export Control Worksheet (completed and signed by supervisor)
- Form I-907 - ONLY if premium processing this application (see premium processing fee above)
Form I-129, pages 1-8 and 13-14 only (2 originals of page 6 and 14; if you sign as “preparer” please also include 2 originals of page 7)

- Remember to sign in **BLUE INK** only
- Please don’t print all 36 pages of this form
- Remember to print single-sided

The Beneficiary should supply you with the following to include in Step 3:

- Copy of the I-94 (now obtained online at www.cbp.gov/i94) – only if currently inside the U.S.
  - This is to show evidence of the beneficiary’s last entry into the U.S.
- Copy of documents from prior immigration statuses held (as applicable)
  
  **If currently in F-1 or F-2 status:**
  - 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 currently or have ever been in J-1 or J-2 status:**
  - Copies of all IAP-66(s) or DS-2019(s)
  - 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 residency requirement (212e), provide the following:
    - U.S. Department of State No Objection Letter **AND** USCIS Approval Notice from the I-612 petition (called a I-797 notice of action at the top)
    - OR, if you fulfilled the requirement, evidence you were in your home country for the full 2 years

  **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

- Current offer letter from department – **ensure title, salary and dates of employment match what you are requesting**
- PVL OR PVL waiver (if applicable) – EIT titles will not have a PVL to submit
- Copies of paystubs from the previous 4 months (only if this is an extension, amendment or portability petition)
- Copy of the most recent curriculum vitae (CV) or resume
- 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)
  - Copy of the USMLE Steps 1, 2 and 3 scores (for MD’s) OR NBOME COMLEX-USA (for DO’s)
  - If board certification/eligibility is required in the PVL, copies of board certification or eligibility is also required (or should be noted on the CV)

(Continued on next page)
☐ Copy of diploma/degree certificate
   ☐ Copy of English translation (if applicable)
☐ Copy of transcript (if your field of study is not indicated on diploma/certificate)
   ☐ Copy of English translation (if applicable)
☐ Copy of credential evaluation, if degree was earned outside the U.S. or Canada
☐ Copy of first page of two publications or two recommendation letters (or a combination)
   - Publications must be recent (preferably within the past 2-3 years, but no older than 5 years)
   - Recommendation letters should recommend the beneficiary for the position. They should state the beneficiary’s qualifications and expertise, just like if they were applying for a job. They should NOT recommend for a visa status. Please address these to “To Whom It May Concern”. Letters should be recent—with the last 1-2 years.
☐ Copy of visa stamp from your passport (except Canadians)
☐ Passport – biographical information page(s) only – passport must be valid at least 6 months beyond start date of petition
☐ 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
     Attn: H-1B Cap Exempt Processing
     Premium Processing
     24000 Avila Road, 2nd Floor, Room 2312
     Laguna Niguel, CA  92677
☐ If the beneficiary has dependents inside the U.S. that must file (see beneficiary form), the beneficiary should supply the following:
   - 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 (if applicable)
☐ Copies of the following for dependent children:
   - Birth certificate(s) AND English translation (if applicable)
☐ $370 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.