

## H-1B Department Checklist

This may be used as a guide for compiling the H-1B materials to initiate an H1B request through OISS. Please email [longtermvisa@sa.ucsb.edu](mailto:longtermvisa@sa.ucsb.edu) if you have any questions.

- [Submit an H-1B request in UCSBGlobal](#)
- [UCSB Department letter to USCIS](#) about salary and duties

### Petition Fees

**NOTE:** Payable when the I-129 application form is signed by the Department (separate checks for each fee, payable to “US Department of Homeland Security”):

- **\$460:** I-129 Petition Fee
  - **\$500:** H-1B Anti-Fraud Fee  
(Only for **New H1B Employment or H1B Transfer of Employment**, not required for H1B Extension or current UCSB H1B amendment)
    - **\*Note: The \$460 fee and \$500 fee may not, in any way, be paid by the employee. These fees must be covered by the employer\***
  - **\$2805:** Optional Premium Processing Fee  
(Reduces ~160-day USCIS adjudication time to 15 days.)
- OISS will email you when the H-1B petition is ready for pick up and mailing. Please send to USCIS immediately. We highly recommend overnight delivery (no signature required- this could cause delays!)

Premium Processing Filing Addresses:

FedEx or UPS - send to:

USCIS  
Attn: Premium I-129 H-1B (Box 21509)  
2108 E. Elliot Rd.  
Tempe, AZ 85284-1806

US Postal Service - send to:

USCIS  
Attn: Premium I-129 H-1B  
P.O. Box 21509  
Phoenix, AZ 85036-1509

Non- Premium Processing Filing Addresses:

FedEx or UPS - send to:

USCIS  
Attn: I-129 H-1B (Box 20000)  
2108 E. Elliot Rd.  
Tempe, AZ 85284-1806

US Postal Service - send to:

USCIS  
Attn: I-129 H-1B  
P.O. Box 20000  
Phoenix, AZ 85036-0099

\*(USCIS Phone Number is: 1 (800) 375-5283)