H-1B Department Checklist

This may be used as a guide for compiling the H-1B materials to initiate an H1B request through OISS. Once all Department and Employee materials are obtained, please submit scans to OISS for processing at: longtermvisa@sa.ucsb.edu

- **Position Data Sheet**
- 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*
    - **$2500:** Optional Premium Processing Fee
      - (Reduces ~120-day USCIS adjudication time to 15 days.)

*Start Your Public Inspection File as Follows*

**Checklist for Public Inspection File:**
Use this checklist as a guide to create a Public Inspection File, which will remain in the Department as required by the US Dept. of Labor. The file should be kept a minimum of one year beyond the last date on which the H-1 employee was employed under the Labor Condition Application. **The file may be set up now with the first two checklist items.** Subsequent items will be generated by OISS over the course of the H-1 processing period and provided to the Department.

- Copy of H-1B Position Data Sheet
- Copy of UCSB Department letter to USCIS about salary and duties
- Copy of DOL authorized Wage Determination
  - (this will be provided by OISS after DOL authorization - approximately 90-100 days after receiving H-1B materials for processing)
- H-1B Posting Copies
  - (provided by OISS for posting by Department based on DOL authorized wage determination)
- Labor Condition Application Document (ETA 9035)
  - (provided by OISS after approval by Department of Labor)

OISS | 3130 Student Resource Building | (805) 893-2929 | longtermvisa@sa.ucsb.edu | www.oiss.ucsb.edu
(On Department/Institute Letterhead)

Current Date

USCIS California Service Center
Attn I-129 H-1B Cap Exempt
P.O. Box 10129
Laguna Niguel, CA 92607 - 1012

Dear USCIS Officer,

We submit this request for H1B temporary employment of (Name of Employee) in a (Job Title) position with the University of California, Santa Barbara’s (Employing Department/Institute) with a salary of (give annual salary) per year and benefits as appropriate to this title at UCSB.

The responsibilities and duties for this position are (Description of Job Duties), and as such requires a minimum degree of (Degree level) in the field of (Major/Academic Field).

(Name of Employee) not only possess this degree, or the equivalent of this degree, but also has valuable background in field of (academic field/ research field). Therefore, we hope that you will be able to approve our request.

The University will fully comply with the terms of the certified Labor Condition Application for the duration of authorized employment and will obtain and post a new LCA for any new place(s) of employment prior to reassignment.

As the employer, I understand the requirement and will be liable to provide the reasonable costs of return transportation to the employee to his/her last place of residence abroad if he/she is dismissed from employment prior to the end date of the approved period of H-1B status.

Thank you for your assistance.

Sincerely,

Name
Title (Department Chair/Director)