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.)

Please provide a PDF of a FedEx label for OISS to use when mailing the petition. The mailing address is:

USCIS California Service Center (*add “Premium Processing” if applicable)*
Attn: I-129 H-1B Cap Exempt
2400 Avila Road
2nd Floor, Room 2312
Laguna Niguel, CA 92677

(Overnight delivery is recommended. USCIS Phone Number is: 1 (800) 375-5283.)