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

- 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*
- **$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.)