

## 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](mailto: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  
24000 Avila Road  
2<sup>nd</sup> Floor, Room 2312  
Laguna Niguel, CA 92677

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