**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 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)