



## DEPARTMENT CHECKLIST-EXTENSION

In order to begin the application process, all of the following items must be received by International Programs, c/o Sr. International Employee, & Scholar Advisor. For questions concerning the H-1B process, please contact Keeli Nelson 785-864-6161 or by email at [keelinelson@ku.edu](mailto:keelinelson@ku.edu).

- **H-1B Extension Application for Departments**
- **H-1B Actual Wage Form**
- **Export Control Review Form**

All H-1B applicants must undergo review by the Export Control Officer on campus. For detailed information related to Export Control and for the necessary Export Control forms please contact the Export Control Officer at [ueco@ku.edu](mailto:ueco@ku.edu). Upon review the Export Control Officer will provide a written response to the hiring department and copy International Programs.
- **Departmental, Center, or Unit letter on letterhead in support to extend H-1B employment** (see template). Submit **2 originals** and signed in blue ink. The letter should outline the terms of continued employment including salary, duties, hours of work, that a valid employer-employee relationship continues to exist, or whether any terms or condition of employment have changed since the original petition.
- USCIS filing fee(s) in the form of separate checks made payable to the "Department of Homeland Security"
  - **\$460 application fee for Form I-129, Petition for a Nonimmigrant Worker**
  - **\$1,225 *Optional* Premium Processing Service-Form I-907**
  - H-4 dependent application (Form I-539) requires a \$370 filing fee, (all dependents can be included on one Form I-539), the filing fee can be paid by the employee or the employer.

Note: H-1B-related immigration fees must be paid by the department. These fees can not be paid by or passed onto the international employee.

### Important Reminders:

- Request an extension of H-1B employment at least 4 months in advance of the expiration date.
- Request employment for a period in which you currently have funding.
- Maximum initial period of employment is 3 full years and the status may be renewed for an aggregate total of 6 full years.