DEPARTMENT CHECKLIST

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.

- H-1B Application for Departments
- H-1B Actual Wage Form
- Copy of job posting or announcement (includes minimal educational and work experience required for position)
- Copy of job offer letter or contract, signed & accepted by employee
- 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. 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 of H-1B petition (see template). Submit 2 originals and signed in blue ink. The letter should outline the terms of employment including salary, the need for an advanced degree in the field, the individual's prior experience or training, and the temporary nature of the position.
- USCIS filing fee(s) in the form of separate checks made payable to the “Department of Homeland Security”; see amounts below.
  - $460 application fee for Form I-129, Petition for a Nonimmigrant Worker
  - $500 Anti-Fraud Fee (new and transfer applications only)
  - $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.

Important Reminders:
- Request employment for a period in which you currently have funding.
- The prospective employee cannot begin employment or volunteer in the position until the effective start date of H-1B approval, a transfer has been received, or he/she possesses some other form of employment authorization
- Maximum initial period of employment is 3 full years and the status may be renewed for an aggregate total of 6 years

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