

H-1B DEPARTMENT CHECKLIST

The following are the items that ISS needs in order to prepare and file the H-1B petition. Please provide the first four items below to begin the process. For questions concerning H-1B procedures, please contact Keeli Nelson at 785-864-4957 or by email at keelinelson@ku.edu.

- **H-1B Department Application Form**
- **H-1B Statement of Actual Wage Form**
- Copy of **job description** (as approved by HR)
- Copy of job **offer letter**
- **Export Control Review** Contact the KU Office of Global Operations & Security (GO&S) at gos@ku.edu to request the most recent version of the Export Control Review forms. Once completed, return the form to (GO&S) and they will complete an export control review and provide the results to you and copy ISS.
- **Department support letter of H-1B petition** (a draft will be provided to you)
- **Notification to U.S. Workers** a notice must be placed in 2 locations at the worksite for 10 business days (this will be provided to you)
- **USCIS filing fee(s)** in the form of **separate** checks made payable to the "U.S. 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 portability applications only)
 - **\$1,410 Premium Processing Service-Form I-907** contact ISS to determine if necessary in this case

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:

- The prospective H-1B employee cannot begin employment or volunteer in the position until the effective start date of H-1B approval, or he/she possesses some other form of employment authorization
- The maximum initial period of employment is 3 years and the status may be renewed for an aggregate total of 6 years