**COVER SHEET FOR H-1B CHECKLIST ITEMS**

Scholar’s Name: ___________________________  Department, Lab, or Center: ___________________________

Return cover sheet to ISchO with the items required for the scholar named above. **Incomplete packets will be returned.** The H-1B checklist is also available at [web.mit.edu/scholars/administrators/h1b/checklist.html](http://web.mit.edu/scholars/administrators/h1b/checklist.html).

**PLEASE NOTE:** Filing fees for employment-based visas must be paid by the hiring PI, the DLC, or other MIT account, with a separate check for each fee payable to Department of Homeland Security.

**FEES**

- $500 "anti-fraud" fee (+ 1 copy). FOR NEW H-1Bs ONLY. **This fee applies to all H-1B petitions for new employment. Petitions for extension and/or amendment are exempt from the fee.**
- $460 filing fee (+ 1 copy). FOR ALL H-1Bs.
- $1,225 premium processing fee, IF NEEDED (+ 1 copy). **This fee may be paid by the hiring PI/DLC or scholar, depending on the reason for expedited processing. Contact an ISchO advisor with questions.**

**FROM THE DEPARTMENT**

- Signed and dated H-1B posting notice. **(If already returned to ISchO, another copy is not needed.)**
- FedEx account number for mailing to/from USCIS, if needed: ___________________________
- Completed and signed **Statements by Employer** form (original only)
- Department section of **H-1B Data Sheet** form (original only)
- Completed and signed **Deemed Export Certification** form (original only)
- Letter from scholar's faculty sponsor with original signature (original + 1 copy) ([Template available on ISchO website](http://web.mit.edu/scholars)).

**FROM THE SCHOLAR**

- Completed and signed "scholar" section of **H-1B Data Sheet** (original only)
- Copies of Degree certificate, plus translation if not in English (2 copies)
- **Certification of Copies** form with original signature (original + 1 copy)
- Updated CV (2 copies)
- **Visa History Summary** form (2 copies)
- Most recent I-94 record from [https://i94.cbp.dhs.gov/I94/#/home](https://i94.cbp.dhs.gov/I94/#/home) (2 copies)
- Copies of current and any previous Forms I-797 H-1B approval notices, if applicable (2 copies of each)
- Copy of biographical information page(s) of passport (2 copies)
- **New H-1Bs only:** Copies of current and any previous EADs, if applicable (2 of each)
- **New H-1Bs only:** Copies of current and any previous Forms I-20 or DS-2019, if applicable (2 of each)
- **New H-1Bs only:** Copies of Waiver of 212(e), if applicable (2 copies)
- **H-1B change of employer and extension only:** Copies of 2 most recent pay statements or other proof of employment (2 of each)

**For H-4 dependents, if applicable (if spouse and/or children will extend or change to H-4 in the US):**

- Completed Form I-539 with original signature. **Only 1 form is needed, regardless of # of dependents.**
- $370 fee. Personal or Institute check, payable to Department of Homeland Security. (original + 1 copy)
- Copies of front and back of most recent I-94 record for all dependents (2 of each)
- Copies of current and previous Forms I-20/DS-2019/I-797 for dependents, if applicable (2 of each)
- Copies of biographical information page(s) of passports for all dependents (2 of each)
- Proof of marriage (for spouse) or birth certificate (for child), plus translation, if necessary (2 of each)

12/2017