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.

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. *Fee will increase to $555 effective 10/2/2020.
☐ $1,440 premium processing fee, IF NEEDED (+ 1 copy). Fee may be paid by 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:
☐ Completed and signed Statements by Employer 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)

FROM THE SCHOLAR
☐ New! H-1B Employee Information form with original signature, in a sealed envelope (original only) (If already returned directly to ISchO by the scholar, another copy is not needed.)
☐ Copies of degree certificate, plus translation if not in English (2 copies)
☐ Copies of educational credential evaluation, if highest degree is from a non-US university (2 copies)
☐ Copies of transcript, if certificate/diploma for highest degree does not list degree field (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/194/#/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)
☐ Copies of pay statements for most recent 2 months (4 statements, if paid semi-weekly) or other proof of employment (2 copies each)
☐ 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)

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.
☐ If there is more than one dependent, a completed Form I-539A for each additional dependent.
☐ $370* fee. Personal or Institute check, payable to Department of Homeland Security. *Fee will increase to $400 effective 10/2/2020.
☐ $85* biometric services fee for each dependent. Separate personal or Institute checks for each dependent, payable to Department of Homeland Security. *Fee will decrease to $30 effective 10/2/2020.
☐ Copies of most recent I-94 record for all dependents (1 copy of each)
☐ Copies of current and previous Forms I-20/DS-2019/I-797 for dependents, if applicable (1 copy of each)
☐ Copies of biographical information page(s) of passports for all dependents (1 copy of each)
☐ Proof of marriage (for spouse) or birth certificate (for child), plus translation, if necessary (1 copy of each)

8/2020