

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. 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. FOR ALL H-1Bs.
- \$2,500 premium processing fee, **IF NEEDED.** 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

- FedEx account number for mailing to/from USCIS: _____
- Completed and signed [Statements by Employer](#) form (with original signature)
- Completed and signed [Deemed Export Certification](#) form (with original signature)
- Letter from scholar's faculty sponsor with **original signature** ([Template](#))

FROM THE SCHOLAR

- [H-1B Employee Information](#) form with **original signature** (*Form revised March 2021*)
- Copy of degree certificate, plus translation if not in English
- Copy of educational credential evaluation, if highest degree is from a non-US university
- Copy of transcript, if certificate/diploma for highest degree does not list degree field
- [Certification of Copies](#) form with **original signature**
- Updated CV
- [Visa History Summary](#) form
- Most recent I-94 record from <https://i94.cbp.dhs.gov/I94/#/home>
- Copies of current and any previous Forms I-797 H-1B approval notices, if applicable
- Copy of biographical information page(s) of passport
- Copies of pay statements for most recent 2 months (4 statements, if paid semi-weekly) or other proof of employment
- New H-1Bs only:** Copies of current and any previous EADs, if applicable
- New H-1Bs only:** Copies of current and any previous Forms I-20 or DS-2019, if applicable
- New H-1Bs only:** Copy of Waiver of 212(e), if applicable

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*.
- Copies of most recent I-94 record for all dependents
- Copies of current and previous Forms I-20/DS-2019/I-797 for dependents, if applicable
- Copies of biographical information page(s) of passports for all dependents
- Proof of marriage (for spouse) or birth certificate (for child), plus translation, if necessary