

**International Faculty / Staff Name**

Family Name:

Given Name:

**Document Checklist**

**Please provide the following documentation for all New, Transfer, Change of Status and Extension Requests.  
Send all documents via email to [iss@csusb.edu](mailto:iss@csusb.edu)**

**PLEASE ONLY SELECT ONE VISA TYPE BELOW**

- |  |   |
|--|---|
| <input type="checkbox"/> <b>H-1B New:</b> Applicant is currently outside the United States.<br><br><input type="checkbox"/> <b>H-1B Change of Status:</b> Currently in the United States in another visa status other than H-1B.<br><br><input type="checkbox"/> <b>H-1B Transfer:</b> Applicant is currently on an H-1B at another employer or there is a change in the position since the H-1B was last filed. (e.g. duties change, salary change, work location change, etc.) | <input type="checkbox"/> <b>H-1B Extension:</b> Applicant is currently working at CSUSB on an H-1B.<br><br><input type="checkbox"/> <b>H-1B Amendment:</b> Applicant is currently working at CSUSB on an H-1B and there is a change in the position since the H-1B was last filed. (e.g. duties change, salary change, work location change, etc. ) |
|--|---|

**International Faculty / Staff**

**H-1B Documents**

- ☐ H-1B Faculty / Staff Visa Information Form
- ☐ Copy of signed appointment letter.
- ☐ Passport biographical page (s) with expiration date shown.
- ☐ Curriculum Vitae/Resume.
- ☐ Copy of diploma or highest degree earned (if not in English provide English translation.)
- ☐ Copy of transcripts.
- ☐ Degree evaluation (if degree is earned outside the U.S.).  
**Provider recommendations:**
  - ◆ Evaluation Service, Inc. <http://www.evaluationsservice.net>
  - ◆ Foundation for International Services, Inc. <https://www.fis-web.com/>
  - ◆ Josef Silly & Associates <http://www.jsilny.org/>
  - ◆ World Education Services (WES) <https://www.wes.org>
- ☐ Copies of all I-797 H-1B Approval Notice (s) (if applicable).
- ☐ Copy of Form I-20 (if applicable).
- ☐ Copy of OPT EAD Card (if applicable).
- ☐ Copy of DS 2019 (if applicable).
- ☐ Copy of I-612 waiver approval (if applicable).
- ☐ Copy of [I-94 Record](#) (if applicable).
- ☐ Copy of most recent Visa Stamp (if applicable).
- ☐ Copies of last three recent paystubs (if applicable).

**H-4 Documents**

- ☐ Completed copy of USCIS I-539 form. Form must be completed by spouse who is obtaining the H-4 status. A blank I-539 form can be found at <https://www.uscis.gov/i-539>
- ☐ Passport biographical page (s) with expiration date shown.
- ☐ Copies of all I-797 H-4Approval Notice (s) (if applicable).
- ☐ Copy of marriage certificate.
- ☐ Copy of birth certificates (for child (ren) only).
- ☐ Copy of Form I-20 (if applicable).
- ☐ Copy of DS 2019 (if applicable).
- ☐ Copy of [I-94 Record](#) (if applicable).
- ☐ Copy of most recent Visa Stamp (if applicable).

## Timeline / Fees

Center for International Studies and Programs (CISP) processing timeframe: Allow 30 days to prep the application from the date all the applicable documents are received by CISP. USCIS takes an additional 15 days to 11 months.

### CISP:

- 2 weeks – ETA Form 9035 Labor Condition Application to be approved before sending the application to USCIS.
- 2 weeks – I-129 application and supplements processed.

### USCIS:

- 8-11 months – USCIS processing times for the I-129 Petition for a Nonimmigrant Worker (H-1B visa).
- 15 days – USCIS processing times when applied with the Premium Processing fee (fee is \$1440).

***Check with the nearest US Embassy or Consulate for timelines and special instructions***

### FEES:

Departments must pay USCIS filling fee (s) for each application. Make checks or money orders payable to the “ U.S. Department of Homeland Security” **Each fee amount must be in a separate check or money order.**

#### H-1B Fees:

- USCIS I-129—Filing Fee \$460
- USCIS Anti-Fraud Fee \$500 (Anti-fraud fee of \$500 not required for extensions)
- Premium Processing fee \$1440 (From applicant if desired).

Applicants are responsible for dependent’s H-4 application fees. Make checks or money orders payable to the “ U.S. Department of Homeland Security” **Each fee amount must be in a separate check or money order.**

#### H-4 Fees:

- USCIS [I-539 form](#) and [I-539A supplement form](#)—Filing Fee \$370
- USCIS Biometric—Fee \$85 (for each applicant listed on I-539 / A form)

### **Additional Information:**

- If there are special considerations, such as travel, please be aware that the time line will be longer.
- Fees and processing times at USCIS are subject to change without notice.

### 1. Appointment Information

College/Department:

Hire Date:

### 2. International Faculty / Staff Information

Family Name:

Given Name:

E-mail:

Home Phone Number (if applicable):

Mobile Number:

City/Town/Village of Birth:

State/Province of Birth:

Country of Birth:

Country of Citizenship:

Country of Legal Permanent Residence:

Date of Birth (mm/dd/yyyy):

Gender:

Passport Number:

Passport Issuing Country:

Passport Issue Date:

Passport Expiration date:

### 3. Current Immigration Information

Are you currently in the United States?

☐

Yes

☐

No

If yes, provide date of last arrival:

Current Nonimmigrant Status: (e.g. B-1, F-1/OPT, J-1, H-1B):

Date status expires:

Have you ever been in J-1 or J-2 Status?

☐

Yes (provide DS2019 dates)

☐

No

Have you ever been in H-1B Status?

☐

Yes (provide copies of all H-1B approvals)

☐

No

Student Exchange Visitor Information (SEVIS) Number (if any):

Employment Authorization Document (EAD) Number (if any):

I-94 Arrival-Departure Record Number:

You can obtain an I-94 print out at CBP Website at <https://i94.cbp.dhs.gov/i94?#home>

Has an immigration petition (aka I-140 application for green card) ever been filed on your behalf?

☐

Yes (If yes, provide a copy of the I-140 approval notice)

☐

No

Provide nearest U.S. Consulate to your home country.

Office City: \_\_\_\_\_

Consulate Country: \_\_\_\_\_

#### 4. Residence Information

##### Permanent Address Outside the United States

Country:	Apt # (if applicable):	
City:	State / Province:	
Street Number and Name:	Zip / Postal Code:	

##### Current U.S. Address Outside (if applicable)

Street Number and Name:	Apt # (if applicable):	
City:	State:	Zip:

#### 5. Educational Information

Highest Level of Education (Select Only One Box): <input type="checkbox"/> Bachelor's Degree (e.g. BA, AB, BS) <input type="checkbox"/> Master's Degree (e.g. MA, MS, MS Eng, Med) <input type="checkbox"/> Professional Degree (e.g. MD, DDS, DVM, LLB, JD) <input type="checkbox"/> Doctorate Degree (e.g. PhD, EdD)	Major/Primary Field of Study: _____ _____ _____ _____
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#### 6. Dependent Information

Are Dependents included in this request? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are they currently in the U.S. <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, complete Dependent Information Appendix 1
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*NOTE: THAT CHILD(REN) MUST BE UNDER 21 YEARS OF AGE TO BE CONSIDERED A DEPENDENT.*

#### 7. Applicant Consent

I understand the information provided above is intended for immigration related purposes as it relates to obtaining valid work authorization on my behalf.

- ☐ I consent    ☐ I do not consent    to have my information shared with the U. S. Citizenship & Immigration Services (USCIS).  
☐ I consent    ☐ I do not contest    to have my information shared with CSUSB's hiring department.  
☐ I consent    ☐ I do not consent    to have my information shared with CSUSB's Human Resources department.

Previous consent may be withdrawn prior to the visa application submission to USCIS by contacting CISP office at [iss@csusb.edu](mailto:iss@csusb.edu)

**Appendix 1**

**Dependent Information Page**

**Dependent 1**

Family Name:	Given Name:
City/Town/Village of Birth:	State / Province of Birth:
Country of Birth:	Country of Citizenship:
Country of Legal Permanent Residence:	
Date of Birth (mm/dd/yyyy):	Gender:
Relationship:	Current Visa Status:

**Dependent 2**

Family Name:	Given Name:
City/Town/Village of Birth:	State / Province of Birth:
Country of Birth:	Country of Citizenship:
Country of Legal Permanent Residence:	
Date of Birth (mm/dd/yyyy):	Gender:
Relationship:	Current Visa Status:

**Dependent 3**

Family Name:	Given Name:
City/Town/Village of Birth:	State / Province of Birth:
Country of Birth:	Country of Citizenship:
Country of Legal Permanent Residence:	
Date of Birth (mm/dd/yyyy):	Gender:
Relationship:	Current Visa Status: