## 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**

### PLEASE ONLY SELECT ONE VISA TYPE BELOW

☐ **H-1B New:** Applicant is currently outside the United States.

☐ **H-1B Change of Status:** Currently in the United States in another visa status other than H-1B.

☐ **H-1B Transfer:** 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.)

☐ **H-1B Extension:** Applicant is currently working at CSUSB on an H-1B.

☐ **H-1B Amendment:** 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-4 Approval 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 <u>all</u> 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 Non-immigrant Worker (H-1B visa).
   15 days – USCIS processing times when applied with the Premium Processing fee (fee is $2500).

***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"   <span style="color:red">Each fee amount must be in a separate check or money order.</span>

H-1B Fees:

   USCIS I-129—Filling Fee $460

   USCIS Anti-Fraud Fee $500  (Fraud Prevention and Defection fee of $500 not required for extensions) Premium Processing fee $2500

   (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"   <span style="color:red">Each fee amount must be in a separate check or money order.</span>

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)

**<u>Additional Information:</u>**
   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.

**CALIFORNIA STATE UNIVERSITY SAN BERNARDINO**

**Center for International Studies and Programs**

# H-1B Faculty/Staff Visa Information Form

## 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 ben 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 inside (if applicable)

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

## 5. Educational Information

Highest Level of Education (Select Only One Box):

☐ Bachelor's Degree (e.g. BA, AB, BS)

☐ Master's Degree (e.g. MA, MS, MS Eng, Med)

☐ Professional Degree (e.g. MD, DDS, DVM, LLB, JD)

☐ Doctorate Degree (e.g. PhD, EdD)

Major/Primary Field of Study:

_____

_____

_____

_____

## 6. Dependent Information

Are Dependents included in this request?

☐ Yes    ☐ No

Are they currently in the U.S.

☐ Yes    ☐ No

If Yes, complete Dependent Information Appendix 1

*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

## 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: |