

## **H-1B Petition Checklist**

The following is the checklist for initial and extension of H-1B petition. All documents must be submitted to the International Office (Attn: Amy Wang) for processing. Initial requests should be submitted at least six to seven (6-7) months prior to the start date under the H-1B status.

Extension requests should be submitted three to four (3-4) months prior to the current H-1B expiration date.

Cal State L.A. policy requires the employee to pay the H-1B I-129 filing fee or attorney's fees, and premium processing fee if appropriate. Cal State L.A.'s hiring College will pay the \$500 fraud and prevention fee.

### **Initial Request**

From the International Employee:

- ✓ H-1B Employee Bio-data Form;
- ✓ H-1B Employee Statement;
- ✓ Copy of diploma required for the position;
- ✓ Translation of documents with signed translator certification if documents are not in English;
- ✓ Curriculum Vitae;
- ✓ Copy of passport including the picture, expiration date, and biographical information;
- ✓ If inside the U.S., copy of I-94 record and other immigration documents relating to current immigration status (I-20, DS-2019);
- ✓ Checks or money orders for appropriate filing fees made payable to "U.S. Department of Homeland Security"; (each fee is paid separately)

From the hiring College:

- ✓ H-1B Departmental Agreement Form;
- ✓ H-1B Sponsoring Request Form;
- ✓ Copy of job description;
- ✓ Copy of employment offer letter;
- ✓ \$500 check payable to "U.S. Department of Homeland Security";

### **Extension Request**

From the International Employee:

- ✓ H-1B Employee Bio-data Form;
- ✓ Copy of diploma(s);
- ✓ Curriculum Vitae;
- ✓ Check or money order for appropriate filing fees made payable to "U.S. Department of Homeland Security";
- ✓ Signed Statement by H-1B Holder;

From the hiring College:

- ✓ H-1B Departmental Agreement Form;
- ✓ H-1B Sponsoring Request Form;
- ✓ Letter describing current job description;