



BROWN

**Office of International Student & Applicant Services**

Page-Robinson Hall, Suite 420

69 Brown Street, Box 1906

Providence, RI 02912

Email: [oisss@brown.edu](mailto:oisss@brown.edu)

Phone 401-863-2427

Fax 401-863-7543

<https://oisss.brown.edu>

## H-1B Checklist

**This checklist should be used for all H-1B Requests. All documents for the H-1B petition should be submitted at the same time. Please submit the Request packet electronically via Google Drive, email, Adobe Portfolio, or Drop Box. Photographs can be difficult to read and do not photocopy well, please submit copies that have been scanned.**

**Please send the following documents in one packet to the OISSS:**

- Checks made payable to the "Department of Homeland Security"
  - \$500** check for the antifraud fee (must be paid by the dept) (*NOT needed for Extension Requests of H-1B's already sponsored by Brown*)
  - \$460** check for the I-129 processing fee (must be paid by the department or sponsoring hospital)
  - If applicant has dependents in the US who need to change or extend their status: **\$470** check (one)
  - \$2,805** check if requesting premium processing to have USCIS will respond within 15 days.
- H-1B Request Form** (signed by Chair or Principal Investigator and Hospital Approver, if applicable)
- Attestation regarding export control: [The Foreign Scholar and Visitor Screening Form](#) signed by the immediate supervisor of the H-1B beneficiary and then sent to the Export Control Officer for compliance officer review and signature. Send to either Brown's Office of Research & Integrity: [exportcontrol@brown.edu](mailto:exportcontrol@brown.edu) or to the Lifespan Office of Research Administration: [BRamratnam@lifespan.org](mailto:BRamratnam@lifespan.org) for compliance officer review and signature prior to sending the H-1B request to the OISSS.
- Position Description (Please include: the position specific title, the professional duties to be performed, the qualifications required to perform these duties ie: degree and in which field(s), experience (quantity and type)) A template is available upon request.
- Brown Appointment letter, signed if signature acceptance is required
- HOSPITALS ONLY Letter Confirmation of hire/employment (includes hire date, title, and salary)
- [Department Support Letter](#) or [Hospital Support Letter](#) A Support Letter template for a staff position is available upon request.
- Letters of recommendation (3 or fewer). Letters must be signed. No templates are available.
- H-1B Applicant Information Form** (completed by Applicant)
- Current Curriculum Vitae
- Copy of applicant's highest degree and copies of transcripts with a certified English translation, if applicable
- Official Credential Evaluation, REQUIRED if degree is not a US degree
- A sampling of thesis and publication abstracts (3 or fewer)
- Passport page(s) bearing a photograph and passport expiration date;
- If Applicant is currently in the US: Most recent I-94 Form [www.cbp.gov/i94](http://www.cbp.gov/i94)
- Copies of the applicant's 3 most recent pay statements, if paid in the U.S.
- Copy of any current or previous visa documentation, if applicable:
  - \* **If the applicant is or was ever in J status or is in F status:**
    - Copies of alien's U.S. entry visa in passport
    - Employment Authorization Document (EAD) issued by USCIS for employment (ex: Optional Practical Training or J-2 Work Authorization), if applicable.
    - I-20 Forms (both sides) for F-1 status periods, if applicable;
    - DS-2019 Forms for J-1/J-2 status periods, if applicable;
    - Approval Notice of Waiver of the 2-year Home Residency Requirement, if applicable
  - \* **If applicant is in H-1B status at another institution:**
    - A letter from the institution indicating that the applicant is currently in H-1B status and still employed at that institution (official last day of employment should be indicated);
    - Copy of all previous H-1B approval notices;
    - Copies of alien's U.S. entry visa in passport
  - \* **If the applicant has dependents presently in the U.S.:**
    - Form I-539 filled out and signed by dependent;
    - Marriage certificate, with officially certified English translation if applicable;
    - Copy of passport, visa, and most recent I-94 record