CLEAR FORM

ACADEMIC HUMAN RESOURCES
VISA & INTERNATIONAL SERVICES ADMINISTRATION
116 N. ROBERTSON BLVD., PACT 600, LOS ANGELES, CA 90048
PHONE: (310) 423-2427; (310) 423-1907
FAX: (310) 423-0345
RENATA.GIRON@CSHS.ORG; DIEMHAO.NGUYEN@CSHS.ORG

CEDARS-SINAI MEDICAL CENTER

H 1B VISA APPLICATION CHECKLIST

To avoid delays, please ensure all requested documents are included when submitting the H-1B application packet to the Visa & International Services Administration (VISA). Applications should be submitted at least 3-4 months prior to the proposed start/extension date. Contact VISA office should you have any questions.

FROM THE DEPARTMENT

- ☐ **Part I: H-1B Support Memo**
- ☐ **Copy of Job Offer Letter** signed and accepted by employee (FOR NEW H-1B HIRES ONLY)
- ☐ Administrative Services Agreement Form ($1300 processing fee)
- ☐ Approved Requisition Notice
- ☐ Deemed Export Control Certification (currently not available)
- ☐ **Separate checks** all made payable to: **U.S. Department of Homeland Security.**

$ 325 I-129 Petition Processing Fee
REQUIRED FOR INITIAL REQUESTS ONLY:
$ 500 Fraud Detection & Protection Fee
REQUIRED FOR EXPEDITED SERVICES ONLY:
$ 1,225 Premium Processing Fee
See next page for further instructions.

FROM THE CANDIDATE

- ☐ **Part II: Candidate Questionnaire**
- ☐ **Copy of Passport Biographical Page and expiration date information** (including dependents)
- ☐ **CV or Resume**. Include recent employment, all education, and publications. Do NOT include grants received, immigration information, personal information, or volunteer experience**.**
- ☐ **US Degree : Submit copy of diploma of highest degree earned**. If the degree/diploma does not state the field of study, submit additional documentation specifying the field of study. For example, if the degree only states that a "Doctor of Philosophy" or "Doctorate degree" was earned; a transcript or school letter would be required to show the applicant received a PhD in Biochemistry. **Not required for EXTENSION requests.**
- ☐ **Foreign Degree: Submit copy of diploma of highest degree earned and a Foreign Educational Credential Evaluation.** An advisory evaluation of the candidate's foreign educational credentials by a reliable credentials evaluation service that specializes in foreign educational credentials is required. The evaluation should include the field of study, a detailed description of the material evaluated rather than conclusions, and a brief description of the qualifications of and experience of the evaluator. **Not required for EXTENSION requests.**
  - **Contact VISA for a list of Credential Evaluation services**
- ☐ **Last 3 months paycheck statements** from current employer **(Required for Transfer/Port & Extension)**
- ☐ **I-94 card**, front and back if currently inside U.S. (including dependents, if applicable)
- ☐ **Current visa stamp** if currently inside U.S. (including dependents, if applicable)
- ☐ **All I-797 Approval Notices**, if applicable (including dependents, if applicable)
- ☐ **Previous or current immigration documents**: I-20, DS-2019 & EAD cards, if applicable (including dependents, if applicable)
- ☐ **Evidence of immigrant visa petition or labor certification application** (for Permanent Resident) of which you are a beneficiary, if applicable
- ☐ **If you ever held J-1 or J-2 status in the past:** Provide a copy of J-1 waiver approval (I-612 Notice) or J-1 Waiver Recommendation Letter from Dept. of State

If you are a Medical Resident, Clinical Fellow, or Physician also enclose:

- ☐ Copy of CA Medical License
- ☐ USMLE Steps 1, 2 and 3 certification
- ☐ ECFMG Certificate (International Medical School Graduates only)
- ☐ Postgraduate Training Authorization Letter (PTAL) – (International Medical School Graduates only)

DEPENDENTS:

- ☐ **I-539 Form,** if you wish to request for dependent H-4 status or extend for immediate family members. Form available at www.uscis.gov
- ☐ **Copy of Marriage Certificate, Family Register or Birth Certificate** (If filing for H-4 status)
- ☐ **All current or previous immigration documents-** including Passport, visa stamp, I-94 card, EAD, etc.
- ☐ **Check for $290, payable to U.S. Department of Homeland Security**. In the "Memo" section of check, write the name of each dependent.
  - o **Only Required for initial or extending H-4 requests only.**

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H-1B VISA CHECK REQUEST INFORMATION

There are various fees charged in H-1B applications, some may be paid by the H-1B scholar, some must be paid by the employer; please review the list below for details. The department is responsible for all fees/costs associated with the processing of the employee's H-1B petition, except for non-business related premium processing requests. The cost for derivative dependents (spouse and children) is also optional.

Important: Departments should attach a copy of this sheet to the Check Request form submitted to Accounts Payable. Do not forward the check requests to our office. Fees cannot be combined in one check. All fee checks must be delivered to the VISA office, in an envelope with the Immigration Partner's name and the H-1B scholar's name clearly noted. In addition, the scholar's name must also appear on the check stub. Contact the VISA office for any questions.

All fees should be on separate checks, all made out to "Department of Homeland Security."

	Fee Type	Fee Amount	Payee Address
☐	I-129, Petition for Nonimmigrant Worker H-1B petition filing fee. This fee must be paid by the department.	$325	U.S. Citizenship and Immigration Services California Service Center ATTN: CAP EXEMPT H-1B PROCESSING UNIT 24000 Avila Road, Room 2312 Laguna Nigel, CA 92677
☐	Fraud Detection and Prevention Fee This "government fraud protection/detection fee" is a one-time fee. This fee is required for any scholar seeking H-1B status with CSMC for the first time, even if they are already in the U.S. in H-1B status with another employer. This fee is NOT required for H-1B extension requests. This fee must be paid by the department.	$500	U.S. Citizenship and Immigration Services California Service Center ATTN: CAP EXEMPT H-1B PROCESSING UNIT 24000 Avila Road, Room 2312 Laguna Nigel, CA 92677
☐	Premium Processing Service Fee (Optional) Premium Processing is the USCIS expedited processing in which they will adjudicate an application within 15 business days. This process only affects the last step of the H-1B process, and does not change the Department of Labor steps which proceed it (taking about 60-90 days.) Premium Processing is not normally necessary with H-1B extensions, speak to an Immigration Partner for details. This fee may be paid by the department if there is a business necessity. All personal matters must be paid by the scholar.	$1225	U.S. Citizenship and Immigration Services California Service Center PREMIUM PROCESSING ATTN: CAP EXEMPT H-1B PROCESSING UNIT 24000 Avila Road, Room 2312 Laguna Nigel, CA 92677
☐	Family Members Dependent application for H-4 status for any amount of family members (spouse and children under 21 years of age). This fee may be paid by the department or scholar.	$290	U.S. Citizenship and Immigration Services California Service Center ATTN: CAP EXEMPT H-1B PROCESSING UNIT 24000 Avila Road, Room 2312 Laguna Nigel, CA 92677