Below please find information to assist you in completing the documentation for the H1-B petition.

NOTE: It is your responsibility to obtain the proper work authorization and to pay any related fees. Any information provided by CSUF Faculty Affairs should be used as a resource but should not be taken as official information or a guarantee for an USCIS approval. It is suggested that you contact an attorney regarding perm residency as soon as possible.

Document List for Petitioner (CSUF FAR) to complete for H1-B Visa CSUF Prepares:

- Cover Letter from the petitioner: California State University Fullerton
- Request for premium processing service I-907 (If applicable)
- I-129 and Supplement H Forms
- H1-B Data Collection and Filing Fee Exemption: I-129W
- Copy of approved Labor Condition Application
- Notice to Union

Supplemental Documentation/Information for beneficiary (faculty seeking H1-B visa) to provide (This list may vary depending on the situation):

- All new and renewing H1B applicants are required to submit the following:
  - Copy of beneficiary's employment authorization card (if applicable)
  - Copy of beneficiary's PhD and or Master's Diploma
  - Copy of transcript of beneficiary for PhD and or Master's
  - Address of the institution(s) conferring degree
  - Resume of beneficiary
  - Check made payable to U.S. DEPARTMENT OF HOMELAND SECURITY in US dollars on a US Banking institution of $325.00
  - If your passport is expiring within the next 18 months, renew as soon as possible
  - (renewal only) Copy of any new passport stamps since last application

- If you are currently outside the U.S.
  - What is your arrival date in the U.S.?
  - What is the address of the embassy you will be using?
  - Do you have a United States Social Security Card? If so give number.
  - Did you receive your PhD outside of the U.S.? If so provide English translation of proof of degree/equivalency.

- If new to CSUF and currently in the U.S.
  - If you are in the U.S. and plan to travel internationally prior to your start date, what is your return date?
  - Paycheck stubs for last 3 months if previously at another University or if status is OPT.
  - Copy of your passport including all stamps since entering the U.S.
  - Copy of your visa and current I-94
  - Copy of current documentation of F-1, J-1, TN, H-1 or other status

- If you have dependents (spouse, children) the following will also be required:
  - Copy of dependent (spouse, children) information if H-4 visa is needed
  - I-539 Application to Extend/Change Nonimmigrant Status for dependents completed and signed Renewing:
    - Passport, current or prior visa, birth certificate or marriage certificate as appropriate and separate check payable to U.S. DEPARTMENT OF HOMELAND SECURITY in US dollars on a US Banking institution of $290.00 for each dependent

Useful Websites:
Immigration and Naturalization Service: USCIS Welcome

Regards,
Robin V. Graboyes
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REV FAR 6/2011