The following materials should be completed and submitted to IC approximately 6 months before the employee expects to begin work at UCI. Upon receipt of the complete H-1B materials, IC requires at least 90 – 120 days to process the H-1B request and send to USCIS unless special circumstances warrant expedited processing. Please contact Simon Jarusauskas for H-1B start package.

<table>
<thead>
<tr>
<th>Checklist</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>UCI Department Request for H-1B Petition Form (Form A)</td>
</tr>
<tr>
<td></td>
<td>Please have Prospective Employee complete Form A and email to Simon at <a href="mailto:sjarusau@uci.edu">sjarusau@uci.edu</a> for review to determine eligibility for H-1B status.</td>
</tr>
<tr>
<td>2.</td>
<td>Prevailing Wage Request Form ETA 9141 and Prevailing Wage Request Form Information Sheet</td>
</tr>
<tr>
<td></td>
<td>First complete and send these forms to IC and wait for IC to confirm that the offered salary meets the prevailing wage before proceeding with the rest of this checklist. IC generally submits the prevailing wage requests to NPWC within five working days of receipt. The NPWC will respond within 60 days. (For represented positions, complete request form and submit with packet.)</td>
</tr>
<tr>
<td></td>
<td>Copy of the job ad posted for the position should be included.</td>
</tr>
<tr>
<td>3.</td>
<td>I-129 Deemed Export Questionnaire</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.research.uci.edu/compliance/export-controls/index.html">http://www.research.uci.edu/compliance/export-controls/index.html</a> (Under Tools on right side of page, click I-129 Deemed Export Certification) The principal investigator who will supervise the visa beneficiary or an individual who is otherwise knowledgeable about the beneficiary’s intended work should complete and return the questionnaire along with page 2 of the ETA Form 9141 to the Export Control Officer. The Export Control Officer will review the information provided and determine whether a deemed license is required to employ the beneficiary at UCI. Once a determination is made, the form will be returned to the Department so the I-129 can be completed (Part 6., Page 5). Please include this questionnaire, along with the determination, in the H-1B packet sent to the International Center.</td>
</tr>
<tr>
<td>4.</td>
<td>Dependent Family Members [Spouse and Children Under 21] in the U.S. [Form I-539]</td>
</tr>
<tr>
<td></td>
<td>Family members (not including H-1B beneficiary) may apply for an extension or change of status if necessary on one Form I-539 (original and 1 copy). Do not include H-1B beneficiary on this application.</td>
</tr>
<tr>
<td></td>
<td>- Copy of evidence of marital or birth relationship to H-1B beneficiary (with English translation)</td>
</tr>
<tr>
<td></td>
<td>- Copy of I-94 (Electronic) record of each family member</td>
</tr>
<tr>
<td></td>
<td>- Copy of visa</td>
</tr>
<tr>
<td></td>
<td>- Copy of ID pages in passport</td>
</tr>
<tr>
<td></td>
<td>- Copy of all prior H-4 approval notices, if applicable</td>
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</tbody>
</table>

UCI International Center • Irvine, CA 92697-5255 • P: 949.824.7249 • F: 949.824.3090 • intl@uci.edu • www.ic.uci.edu

IC Office Use Only: Date Received: __________ Advisor’s Initials: __________ Ready for Pick-Up On: ______________ | Revised On 02.23.2015
1. **COPY OF J-2S EMPLOYMENT AUTHORIZATION DOCUMENT, IF APPLICABLE**
2. **COPY OF ALL J-2 DS-2019’s IF APPLICABLE**

**IMPORTANT NOTE:** If there are dependent family members outside of the U.S. who will apply for H-4 visas, Form I-539 does not need to be submitted to USCIS. When the scholar applies for the H-1B visa, family members show evidence of their relationship (marriage and/or birth certificates) and can apply for the H-4 dependent visa. If a family member applies separately, he/she must carry the principal’s H-1B approval notice.

5. **H-1B PREMIUM PROCESSING OPTION FORM [FORM B]**

6. **PHYSICIAN SUPPLEMENT TO H-1B CHECKLIST [FORM C]**
   
   (To be completed if H-1B beneficiary will act as a Physician)

7. **COPY OF NOTICE OF INTENT TO FILE A LABOR CONDITION APPLICATION [FORM D]** (ask IC to review the draft)

8. **UC IRVINE ADDENDUM TO H-1B PETITION [FORM E]** (ask IC to review the draft)

9. **ORIGINAL LETTER FROM EMPLOYER (2 originals, ask IC to review the draft) [SEE IC SAMPLE]**
   - TO USCIS
   - FROM THE DEPARTMENT CHAIR AND INCLUDE THE FOLLOWING INFORMATION:
     - BRIEF DESCRIPTION OF DUTIES AND REQUIREMENTS
     - TEMPORARY NATURE OF POSITION
     - DATES OF APPOINTMENT (ONLY FOR WHICH FUNDING IS GUARANTEED; MAXIMUM 3 YEARS)
     - SALARY
     - ACADEMIC QUALIFICATIONS OF SCHOLAR BENEFICIARY
     - SPECIAL SKILLS/RELEVANT BACKGROUND OF APPLICANT

10. **CURRICULUM VITAE OR RESUME**
    - EDUCATIONAL AND PROFESSIONAL HISTORY
    - LIST OF PROFESSIONAL MEMBERSHIPS, AWARDS, HONORS, PUBLICATIONS

11. **EVIDENCE OF HIGHEST ACADEMIC DEGREE**
    - SHOULD REFLECT PERIOD AND COURSE OF STUDY
    - IF NOT IN ENGLISH, INCLUDE TRANSLATION WITH **CERTIFICATION BY TRANSLATOR**
    - EDUCATIONAL CREDENTIALS EQUIVALENCY EVALUATION, IF DEGREE WAS OBTAINED OUTSIDE U.S. (I.E., TRUSTFORTE CORP)

12. **IF APPLICABLE, COPY OF ANY REQUIRED LICENSE TO PRACTICE THE OCCUPATION IN THE STATE OF CALIFORNIA**

13. **FEES**
    - **FORM I-129:** $325 CHECK PAYABLE TO U.S. DEPARTMENT OF HOMELAND SECURITY
14. **PLEASE PREPARE A FEDERAL EXPRESS MAILING LABEL TO THE FOLLOWING ADDRESS**

(For submitting the H-1B petition to USCIS): USCIS, California Service Center, ATTN: CAP Exempt H-1B Processing Unit, 24000 Avila Road, Room 2312, Laguna Niguel, CA 92677. Phone Number: (949)389-3007.

15. **ADDITIONAL SUPPORTING DOCUMENTS FROM SCHOLAR BENEFICIARY**

- Copy of passport ID page (must be valid for at least 6 months at time of filing)
- Copy of I-94 (electronic) record, if in the U.S.
- Copy of visa in passport, if applicable.

**IF SCHOLAR IS IN J STATUS:**

- Single-sided copies of current and all previous IAP-66 or DS-2019 forms
- Copy of waiver from USCIS (I-612 approval or receipt) or recommendation from U.S.
- Department of State to USCIS to waive the 2-year home residence requirement, unless applicant is clearly not subject

**IF SCHOLAR IS IN F-1 STATUS:**

- Single-sided copies of all I-20 forms (pages 1 and 3)
- Copies of all EAD (employment authorization document) cards (if applicable)

**IF SCHOLAR IS IN H-1B STATUS:**

- Copy of current and all prior H-1B approval notices
- Copy of 3 most recent pay statements

**SCHOLAR MUST REMAIN EMPLOYED WITH CURRENT H-1B EMPLOYER UP TO DAY UCI’S H-1B PETITION IS FILED WITH USCIS**

16. **IF H-1B BENEFICIARY OR DEPENDENTS HAVE FILED FOR PERMANENT RESIDENCY, PROVIDE THE FOLLOWING:**

- Copy of I-140 receipt/approval notice
- Copy of I-485 receipt/approval notice
- Copy of advance parole document
- Copy of EAD (employment authorization document) card

17. **COPY OF APPROPRIATE SALARY SCALE FOR POSITION**

18. **COPY OF AP-21, AP-390A OR APPOINTMENT/OFFER LETTER**
<table>
<thead>
<tr>
<th>PLEASE NOTE</th>
<th>19. RECHARGE FORM FOR H-1B SCHOLAR SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLEASE NOTE</td>
<td>20. IF DURING THE VALIDITY OF THE EMPLOYEE’S H-1B STATUS THERE ARE ADJUSTMENTS TO THE H-1B EMPLOYEE’S WAGE RATE OR MORE GENERALLY TO THE WAGE RATE OF EMPLOYEES WITH THE SAME PAYROLL TITLE, (MERIT INCREASE, COST OF LIVING INCREASE, SALARY RANGE ADJUSTMENTS, ETC.), IC MUST BE NOTIFIED IN WRITING OF THE NEW WAGE RATE.</td>
</tr>
</tbody>
</table>
| PLEASE NOTE | 21. RETURN TRANSPORTATION OBLIGATION – TRIGGERED IN EVENT THE H-1B NONIMMIGRANT DECIDES TO RETURN HOME AFTER BEING DISMISSED FROM EMPLOYMENT BEFORE THE END OF THE PERIOD OF AUTHORIZED ADMISSION (H-1B STATUS END DATE)  
  - SAMPLE RETURN TRANSPORTATION LETTER, FOR REASONABLE COSTS OF TRANSPORTATION TO RETURN THE H-1B NONIMMIGRANT PHYSICALLY TO HIS/HER LAST PLACE OF RESIDENCE ABROAD |
| PLEASE NOTE | 22. INTERNATIONAL STUDENT/SCHOLAR DEPARTURE NOTIFICATION FORM  
  - PLEASE VISIT THE IC WEBSITE [WWW.IC. UCI. EDU]. AND SEND TO IC WHEN H-1B SCHOLAR LEAVES UCI (WE ARE REQUIRED TO WITHDRAW H-1B PETITION FROM USCIS WHEN EMPLOYMENT IS TERMINATED BEFORE H-1B END DATE). |