



Office of International Education
International Students & Scholar Services
Study Abroad Programs
Campus International Center
Center for Community, Suite S355
123 UCB
Boulder, Colorado 80309-0123
USA

t +1 303 492 6016
t +1 303 492 8057
t +1 303 492 7741
f +1 303 492 5185
w <http://www.colorado.edu/oie>
e ISSS@colorado.edu

ISSS: Departmental H-1B Request Process

Please enter requested information into this form and submit all of the documentation noted below to ISSS.

REQUESTING DEPARTMENT MUST SUBMIT THE FOLLOWING TO ISSS:

- ☐ **Department H-1B Request Memo**
 - Access template at <http://www.colorado.edu/oie/sites/default/files/attached-files/Hmemo.pdf>
- ☐ **Actual Wage Form:** <http://www.colorado.edu/oie/node/811/attachment/newest>
- ☐ A **Copy** of the **Signed Letter of Offer** (**DO NOT SUBMIT ORIGINALS TO ISSS**)
- ☐ **H-1B/O-1 Export License Certification Form from Linda Morris (see. p. 2)**
 - Linda will mail this to you after processing your [H-1B/O-1 Visa Export Control Review Worksheet](#)
- ☐ ***Required Fees:** To request checks from the PSC, departments must complete the Payment Voucher in [CU Marketplace](#).
 - Attach the fee schedule available at: <http://www.uscis.gov/sites/default/files/files/form/g-1055.pdf>.
 - You must request SEPARATE checks for each fee.

All Applications:

- ☐ *\$460 check payable to "Department of Homeland Security" (do not abbreviate) for H processing fee.

If Requesting a NEW H-1B [i.e. not an extension of a current CU Boulder H]:

- ☐ *\$500 check payable to "Department of Homeland Security" for the Anti-Fraud Fee, which must be paid by the employer, not the employee.

If Requesting Premium Processing (to expedite the processing to 15 days):

- ☐ *\$1225 check payable to "Department of Homeland Security" for the premium processing fee of \$1225

INFORMATION ABOUT THE EMPLOYEE AND THE POSITION:

Name of Employee: _____ Email: _____

Job Title: _____

Non-Technical Description of Job: Research/Teaching in: _____

Provide the occupational title and code that most closely matches this position from the list by doing the following:

- Go to <http://online.onetcenter.org>
- In the top right corner, under Occupation Quick Search, type in the occupational title here and click enter
- View the list of occupations that match your search entry. Choose the closest sounding title and click on it
- Review the tasks, tools, technology, etc. that is associated with this occupation. If this matches with the position for which you want to hire, indicate here the:

Occupational Title: _____

Code (next to the occupation title): _____

(e.g. for Chemists: 19-2031.00 - Chemists)

Complete address where person will work:

Will the employee work off-site (not at the address listed above)? Do not include attendance at workshops, conferences, seminars, fieldwork sites, or sites where the employee will be for less than 30 days in the calendar year.

☐ No

☐ Yes, the address s/he will work off-site for more than 30 days in a calendar year is:

Wages Per Year: _____

Dates of Intended H Employment (H start/end dates, not necessarily the dates of contract): _____ to _____

CERTIFICATION REGARDING THE RELEASE OF CONTROLLED TECHNOLOGY OR TECHNICAL DATA TO FOREIGN PERSONS IN THE US:

☐ **Complete the H-1B/O-1 Visa Export Control Review Worksheet. ISSS does NOT require a copy of this form.**

You must first complete an Export Control Worksheet in order to obtain the H-1B/O-1 Export License Certification Form.

- Access form online at: <http://www.colorado.edu/vcr/export-controls/guidance/hiring-visas>

☐ **Submit completed H-1B/O-1 Visa Export Control Review Worksheet to Linda Morris, Linda.Morris@colorado.edu; 303-492-2889.**

- It can take a few weeks to receive the H-1B/O-1 Export License Certification Form so please complete the worksheet ASAP.
- Linda will process the worksheet and send the H-1B/O-1 Export License Certification Form to you.
- Once you receive the H-1B/O-1 Export License Certification Form/ determination from Linda, submit a copy to ISSS.

☐ **Submit all other request documents to ISSS** while you wait for the H-1B/O-1 Export License Certification Form so ISSS can proceed with completing other processing steps while the certification is pending. See list on p.1 of this form.

- This can help expedite the processing of the petition by ISSS.

☐ **Submit the H-1B/O-1 Export License Certification Form (from Linda) to ISSS.**

As some departments may choose to submit *all* request documents in one packet, rather than submitting *some* while the H-1B/O-1 Visa Export Control Review Worksheet is being processed, please indicate whether:

The H-1B/O-1 Export License Certification Form:

☐ Will be sent to ISSS later

☐ Is included with all of the required H-1B request materials in with this packet

MAILING SERVICES

Please mail the H-1B Petition to USCIS via:

☐ Regular U.S. Postal Services

The department SpeedType for the mailing is: _____

☐ FedEx

The department FedEx account number is: _____

The department SpeedType for the mailing is: _____

Please also indicate if you want:

☐ The H-1B approval FedEx'd from USCIS back to ISSS

For more information about the H visa, please see <http://www.colorado.edu/oie/cu-boulder-hiring-departments/h-1b-scholar-procedures>

**** INFORMATION ABOUT USCIS PROCESSING TIMES IS AVAILABLE ONLINE AT:**

<http://www.colorado.edu/oie/h-1b-overview/processing-time-h-1be-3-status>