University of Colorado Boulder

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## Checklist of items needed for H-1b processing at ISSS (please fill in where appropriate):

**Required From the Department:**

- ☐ memo from department (see template at http://www.colorado.edu/oie/sites/default/files/attached-files/Hmemo.pdf)
- ☐ actual wage form (see http://www.colorado.edu/oie/sites/default/files/attached-files/actualwage.pdf)
- ☐ check to "**Dept. of Homeland Security" (spelled out)** for $325 for H processing fee.
- ☐ If requesting a **new** H, [i.e. not an extension of a current CU Boulder H] check to "Dept. of Homeland Security" for the $500 Anti-Fraud Fee, which must be paid by the employer, not the employee.

****To request checks from the PSC, departments have to complete the Payment Voucher in CUMarketplace. Attach the fee schedule found at: http//www.uscis.gov/files/form/g-1055.pdf. Please ask for SEPARATE checks if paying both fees.**

- ☐ If requesting Premium Processing (to expedite the processing to 15 days), include another check for the premium processing fee of $1225, also made payable to Dept. of Homeland Security".
- ☐ a **copy** of the signed letter of offer (please DO NOT SUBMIT ORIGINALS TO ISSS)

**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: _____ and the Code (next to the occup. 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): ☐ Yes ☐ No

(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).

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

_____

Is the employee working full time: Yes ☐ No. ☐

If not full time, indicate no. of hours/week: _____

Wages/year: _____

Dates of intended H employment (H start/end dates, not necessarily the dates of

contract):_____

Certification Regarding the Release of Controlled Technology or Technical Data to Foreign Persons in the US:

**H-1b/O-1 Export License Certification Form**:
In order to obtain this form, you must first complete an Export Control Worksheet, downloaded from: http://www.colorado.edu/VCResearch/integrity/exportcontrols/visa.html and submit it to Linda Morris, Linda.Morris@colorado.edu; 303-492-2889. The H1b petition CANNOT be filed without this information.

Getting the Visa Export License Certification form can take a few weeks. Please submit all other documents to ISSS in the meantime, so ISSS can proceed with some other steps while the certification is pending. This can help reduce the processing time before the petition can be filed.

Please indicate:

The H-1b/O-1 Export License Certification Form

☐ will be sent to ISSS later

☐ is included in with this packet

Mailing Services:

Please provide the Department speedtype for the petition to go by regular mail:_____

If the Department wants the petition to be fedex'd, please provide the following:

Fedex Account Number: _____ SpeedType: _____

Indicate if you want the H-1b petition:

☐ Fedex'd to USCIS ☐ The H1b 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

****PLEASE PAY ATTENTION TO THE INFORMATION ABOUT PROCESSING TIMES AT:** http://www.colorado.edu/oie/h-1b-overview/processing-time-h-1be-3-status