

UCCS: H-1B Visa/Status Petition Checklist

Items Required from the Sponsoring Department		
	Copy of Journal Entry to pay CU Boulder for filing the H petition • Email journal entry to ISSS@colorado.edu • Fee is \$1200 and cannot be paid by the employee • Speedtype for the journal entry is 12951887, account number 390006	
	Actual Wage Memorandum	
	H-1B Support Letter	
	Copy of offer letter with all required signatures	
	Submit completed <u>UCCS I-129 H-1B/O-1 Export Control Form</u> to <u>Michael Sanderson</u> (719-255-3044)	
	 Effective October 29, 2025, USCIS will only accept credit or debit payment for <u>USCIS filing fees</u>. A <u>university-issued procurement card (P-Card)</u> will be used to pay the USCIS filing fees. ISSS staff will schedule a brief call (by phone or Teams) with a sponsoring department staff member with a P-Card at the time of submitting the USCIS petition to USCIS online. 	
Items Required from the H-1B Applicant		
	Copies of your current passport page(s) showing expiration date and biographic information	
	Copy of your current curriculum vitae (CV) or resume	
	Copies of your professional degree diploma(s)/certificate(s) for all degrees (U.S. and foreign) and academic transcripts if the field of study is not listed on a diploma/certificate • If the diploma is not in English, you must also include a full English translation. The translation must be completed by an individual who can also provide a written certification that the translation is complete and accurate, and that he or she is competent to translate from the foreign language into English.	
	Copy of professional credential evaluation for any foreign degree(s) that qualifies applicant for the position • Credential evaluations can be obtained from members of NACES or AICE	
	Copies of current and previous visa stamp(s) • In most cases, Canadian citizens do not require a U.S. visa	
	Copy of most recent <u>I-94 Arrival Record</u> or, if last arrival to the U.S. was prior to April 2013, copy of the front and back of the paper I-94 card	
lf yo	ou:	
	Held F Status: Copies of all prior I-20 forms	
	 Were on Optional Practical Training (OPT): Copies of proof of employment for all positions while on OPT. Proof of employment needs to confirm the dates you worked, how many hours per week and how the position(s) related to your major. Proof of employment can include: Print out of your OPT Employment data from the SEVP Portal Paystubs W-2 Forms Offer letter confirming the number of hours of employment per week and that the work was in your major field of study 	
	I-983 (for STEM OPT)	
	Were Issued an Employment Authorization Document/Card (EAD): Copy of the front and back of the EAD Held J Status: Copies of all prior DS-2019s	

	Held J Status and Obtained a Waiver of the Two-Year Home Residency Requirement: Copy of the Form I-612
	Waiver Approval Notice
	Held H-1B Status in the Last 6 years: Copy of your I-94 Travel History in H-1B status
	Held H-1B, L-1, O, or TN Status: Copies of all prior Form I-797 Approval Notices
	Are Transferring or Extending an H-1B: Pay statements from the last three months
	Are Transferring an H-1B: Employment verification letter from current employer
	<u>Filed a Form I-140 and/or Form I-485</u> : Receipt and/or approval notices for any Form I-140 and/or Form I-485 applications
If the	e Job Requires Minimum Employment Experience:
	Letters from previous employers indicating job title, employment dates, and description of job duties Letters must be on letterhead paper and include original signatures.

Requesting H-4 Dependent Status for Family Members (Spouse or Children)

The spouse and unmarried minor children (under 21-years of age) of an H-1B employee are eligible to obtain H-4 dependent status. H-4 filings and visa applications are the responsibility of the H-1B scholar and their dependents. Please carefully read the information below to determine which option applies to your family:

Applying for H-4 status from outside of the U.S.

Dependents who are outside the US can obtain H-4 status by applying for an H-4 visa and going for an interview at their nearest U.S. Embassy or consulate, then entering the U.S. with the H-4 visa. **After** the H-1B Approval Notice has been issued by USCIS, an H-4 visa application can be started online here; a visa interview at a US embassy is also required. **Start the process after the H-1B approval takes place**. Contact the US Embassy or consulate where the visa interview will take place for specific information.

**Canadian citizens are exempt from visa requirements; therefore, Canadian citizen spouses and children eligible for H-4 status enter the US directly with a copy of the H-1B's Approval Notice and other required documents.

Applying for a Change of Status to H-4 or an Extension of current H-4 status from <u>inside</u> the U.S.: Dependents applying for a change of status to H-4 or an extension of their current H-4 status while staying in the U.S. must complete the appropriate application with USCIS. ISSS does not provide advice on the specifics of this process or file this application with the H-1B petition; if you have questions, please consult USCIS or an immigration attorney.

The general process is outlined below for an <u>Extension or Change of Status</u> with USCIS. It <u>may be possible</u> to complete the Form I-539 online. <u>Review the USCIS website</u> to determine if you are eligible to file online.

- Complete the Form I-539 and if required, Form I-539A (when filing for H4 status for more than one dependent).
 - If filing for a Change of Status to H-4 or for an Extension of Current H-4 status, review the
 <u>USCIS website</u> for instructions, access the Form I-539 and I-539A, filing tips and filing fees.

Note: A Biometric appointment is no longer required for any person who submits an I-539.