International Student & Scholar Services
UNIVERSITY OF COLORADO **BOULDER**

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 *UCCS I-129 H-1B/O-1 Export Control Form* to Michael Sanderson (719-255-3044)
- ☐ USCIS Filing Fees for H-1B Petition
  - Effective October 29, 2025, USCIS will only accept credit or debit payment for USCIS filing fees.
    - A university-issued procurement card (P-Card) will be used to pay the USCIS filing fees.
      - ISSS staff will schedule a brief Teams/Zoom call 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 I-94 Arrival Record 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

If you:

- ☐ 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
- ☐ Filed a Form I-140 and/or Form I-485: Receipt and/or approval notices for any Form I-140 and/or Form I-485 applications

If the 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 inside 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 Extension or Change of Status with USCIS. It may be possible to complete the Form I-539 online. Review the USCIS website 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 USCIS website 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.