**Saint Louis University**

**Office of International Services**

**Des Peres Hall, Room 102**

**314-977-7148**

**314-977-3412 (fax)**

**H-1B Request Forms**

If your department is interested in filing the H-1B for an employee, either for renewals or for a new hire, please complete and return the following:

1. 1. The Department Information Sheet

2. The Employee Information Sheet (to be completed by the employee)

In addition, please review the checklists and submit all materials to our office as soon as possible. If the employee will be traveling outside the United States during the next 6 months, please have him or her contact the office of International Services immediately.

The information the department and beneficiary provide to International Services are the basis for the documents submitted to USCIS. Please verify dates, salary, and job descriptions are accurate. Data specific to the new hire or employee should be completed by him or her and NOT a departmental representative.

The H-1B visa application is a two-step process that involves both the Department of Labor (DOL) and US Citizenship and Immigration Services (USCIS.)

Step One: The Labor Condition Application

After the department has submitted all forms to International Services, we will prepare and submit to the Department of Labor the Labor Condition Application. After this has been approved by the Department of Labor, we will send the approved LCA to the department with instructions to post the notice for 10 business days.

Step Two: The H-1B Application

After the LCA has been approved and posted, our office can prepare and submit to USCIS the H-1B petition.

**PLEASE NOTE:** Standard processing by USCIS can be up to 5 months. If this petition needs to be expedited, please discuss the Premium Processing procedure with Cathy Donahue.

**Important Notice: Overview of the LCA**

**The Labor Condition Application**

The H-1B visa application is a two-step process that involves both the Department of Labor (DOL) and US Citizenship and Immigration Services (USCIS.) Employers are required to obtain prior clearance from the DOL *before* an H-1B visa petition may be filed with the USCIS. A fundamental component in the H-1B visa process is the employer’s attestation that it is paying an H-1B worker at least the minimum *prevailing wage* level for the area of intended employment or the *actual wage* level paid within the place of employment, *whichever is greater*. (See definitions below.)

SLU departments who wish to employ H-1B workers must complete the *H-1B Department Information Sheet*. This information should be prepared by the hiring department and sent to the Office of International Services (OIS). The OIS will then verify that the hiring department is in compliance with the prevailing and actual wage requirements. These records will be kept at the OIS with other documents required of employers by the DOL. Should there be an investigation, SLU would need to produce the payroll records of those workers similarly employed in a particular department or laboratory. The penalties for not complying with DOL regulations are severe: fines may be imposed; back pay of wages required; and the employer may be barred from hiring foreign nationals for a year.

Once the OIS has determined that the H-1B worker will be paid at least the actual wage level or the prevailing wage level, *whichever is higher*, and that SLU is therefore in compliance with DOL regulations, we will continue processing the H-1B application.

**Important notification requirements**:

**The terms of the H-1B require that the employer notify USCIS should the employment be terminated prior to the period of authorized employment.** The department hiring the H-1B employee must notify the OIS if the employee leaves the university or if the university terminates the employment prior to the date for which the employment was authorized**. If the University terminates the employment for any reason, the University must offer the employee return air transportation to his or her home country.** The University must also file a new LCA and new H-1B if the employee changes jobs or titles or is promoted within the University. The office of International Services must maintain a “public file” for all H-1B employees.

Definitions:

The ***prevailing wage*** as defined by the DOL is the average rate of wages paid to workers similarly employed in the area of intended employment. The University normally uses the prevailing wage determinations provided by the Missouri Department of Economic Development, since it is one authoritative source *not* subject to challenge by the DOL. (The IC is responsible for updating prevailing wage information).

The ***actual wage*** as defined by the DOL is the wage paid by the employer to all other individuals with similar experience and qualifications as the H-1B worker for the specific employment in question at the place of employment (e.g., the wage paid to all postdoctoral fellows the first year after completion of their degrees working in a particular laboratory in the Microbiology Department, where an H-1B worker has been hired).

**H-1B Department Information**

**This form should be completed by the department hiring an H-1B1 employee. Return to the OIS 4-6 months prior to appointment or 4-6 months prior to expiration of current H in the case of renewals.**

**Information about the Prospective Employee**

1. Prospective Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Campus address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Department contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. H-1B Start and End Dates: \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ (a maximum of 3 years)

8. Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Brief, non-technical job description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Address(es) where person will work if different from above: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Is this a full time position? \_\_\_\_\_\_\_\_\_\_\_\_ If not, number of hours per week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. Expected work schedule:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13. Wages: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hour/week/year)

***Salary must be guaranteed for the duration of the H-1B.***

14. Describe the proposed duties. Specify teaching, patient care, research, training and other duties as applicable. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

15. Number of employees who will be supervised by employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

16. Prospective employee’s supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

17. Title of prospective employee’s supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

18. Is travel required to perform the work duties?: \_\_\_\_\_\_

19. If yes, please describe the travel requirements.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

20. Are there any other working conditions that affect the rate of pay? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**H-1B Department Information**

21. Describe the MINIMUM education, experience and training required for the position. List only the minimum requirements. **DO NOT LIST THE APPLICANT’S QUALIFICATIONS**. (The more experience and education required for the position, the higher the prevailing wage will be.)

Education/Degree required for the position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field of study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is a second US diploma/degree required? If so, indicate the degree and major or field of study. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

22.Number of years and type experience required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

23. Any specialized training or licensure required for the job (e.g completion of medical residency, medical

licensure): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

24. Any other special requirements of the job:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

22. Salary range of individuals currently in your department with the same job title and similar qualifications as

the applicant. $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

23. Which of the following factors were considered in determining the applicant’s salary:

Degree Earned \_\_\_\_\_\_\_\_\_\_ Previous Work Experience\_\_\_\_\_\_\_\_\_\_\_

Determined by funding source (grant, etc.)\_\_\_\_\_\_\_\_\_\_ Area of Specialization \_\_\_\_\_\_\_\_\_\_\_

Comparable rate of pay at similar institutions\_\_\_\_\_\_\_\_ Supervisory responsibilities \_\_\_\_\_\_\_\_\_\_\_\_

24. Is the prospective H-1B1 employee covered under the standard benefits package? \_\_\_\_\_\_\_\_\_\_\_

25. If the above space does not fully describe the factors used to determine the salary for similarly employed individuals, please use this space to explain your compensation system.

I hereby certify that the salary listed above reflects the wage level paid to all other individuals with similar experience and qualifications working in this department/laboratory. If there is more than one wage paid, I am able to explain the reason(s) for this differential in wage rates. If required to do so I am able to provide documentation which must include the names and payroll records of similarly employed individuals to the Department of Labor to verify these statements.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Department Chair Print Name Date

(or someone with hiring authority)

H-1B Employee Information

**This form should be completed by the H-1B1 employee. Return to the OIS 4-6 months prior to appointment (or expiration of current H in the case of renewals).**

**Information about the Employee**

1. Name (as it appears on passport): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last/family First/Given Middle

2. Current address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Permanent Address (if other than the above): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. US Social Security #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. List any other names used (including maiden name and names from all previous marriages:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. Province and Country of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Country of citizenship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Country of permanent residence (if different from citizenship): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Date of last arrival in the US: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12. I-94 #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13. Current non-immigrant status, if in the US: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date status expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

14. Passport number: \_\_\_\_\_\_\_\_\_\_\_\_ Date Passport Issued: \_\_\_\_\_\_\_\_\_\_\_\_ Date Passport Expires: \_\_\_\_\_\_\_\_\_\_\_

15. Visa History: Please indicate all periods of stay in the US, along with visa type:

Dates Visa type Purpose Sponsor Organization

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**H-1B1 Employee Information, p. 2**

16. List on a separate page all family members for whom you will be filing an H-4 petition.

Does each person have a valid passport? \_\_\_\_\_\_\_\_\_\_\_\_

17. Are you currently outside the US or do you plan to travel outside the US while your application is pending with USCIS? \_\_\_\_\_\_\_\_

18. If yes, please indicate the US Embassy or Consulate where you will apply for a visa:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

19. Address in home country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

20. Are you currently in the US on an H1B sponsored by another employer? If so, indicate the name and address

of the employer and the validity dates of your current H1B. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Do NOT resign your employment before discussing the processing of your SLU H1B petition with the Office of International Services.**

**If you answer “Yes” to any of the following questions, please explain on a separate sheet.**

20. Are you or any of your dependents in deportation or removal proceedings? \_\_\_\_\_\_\_\_\_\_

21. Have you ever been denied a petition for H-1 status? \_\_\_\_\_\_\_\_\_\_\_\_\_

22. Have you or any of your dependents ever been in the US as a J-1 or J-2? \_\_\_\_\_\_\_\_\_

23. Has an I-140 immigrant visa or I-485 application for permanent residence been filed for you? \_\_\_\_\_\_\_\_

24. Have you been granted H status in the past 7 years? \_\_\_\_\_\_\_\_\_\_\_\_

25. Have you ever been in J-1 or J-2 status? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

26. If yes, are you subject to the 2-year home residence requirement? \_\_\_\_\_\_\_\_\_\_\_\_

27. If yes, have you fulfilled this requirement by obtaining a waiver or by going home for 2 years? \_\_\_\_\_

If no, you are not eligible for H-1-B status.

28. Have you ever applied for federal benefits from the US government such as welfare or “section 8” housing?

(yes or no) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that the information above and documents submitted by me in support of my H-1B1 petition are true and correct. I understand any misrepresentation of information or document fraud will result in termination of my employment at SLU.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of prospective employee Print Name Date

**H-1B Checklist of Required Documents**

**Submit all materials to the Office of International Services 4-6 months prior to the applicant’s prospective appointment date at SLU (or expiration of current H for renewals.)**

1. **From the Hiring Department**
2. **The Department information sheet. This must be signed by the department chair or someone in the department with hiring authority.** Information must be accurate! Titles must match those in HR. Do not indicate an employee is a full time if he/she is a part time or has adual appointment.
3. **Fees: All fees should be submitted in the form of a check issued by SLU and payable to “Department of Homeland Security”. For purposes of the DPV, the address of DHS is: Department of Homeland Security, USCIS-California Service Center, P.O. Box 10129, Laguna Niguel, CA 92607. DO NOT send checks directly to USCIS. Request checks be sent to the Office of International Services, Des Peres Hall, Room 102.**

**There are 3 fees:**

* $500 Fee: For all new employees or the first H for a current employee, a $500 “fraud detection and prevention fee” is required.
* $460 Filing Fee
* If the department requires an urgent decision (15 days or less) a “premium processing” fee of $2500.

1. **Department Support Letter**

**Please follow this format:**

The letter should be on departmental letterhead, addressed “To Whom It May Concern,” dated and signed by the appointing faculty member and covering the following points:

* **In paragraph one** state that the individual ‘is coming temporarily to the University to perform services in a specialty occupation’. Use this phrase exactly.
* **In paragraph two** describe the specialized services to be performed and the degrees, qualifications, and licensures required to perform the job
* **In paragraph three** describe how the individual’s qualifications meet the job requirements above.
* **End the letter** with the following statement: “The employer will comply with the terms of the Labor Condition Application for the duration of the alien’s authorized period of stay. The employer will be liable for the reasonable cost of return transportation of the alien abroad if the alien is dismissed from employment by the employer before the end of the period of authorized admission.”

1. **Submit a copy of the appointment letter.**

**Checklist of Documents Required From the Prospective/Renewing H-1B Employee**

1. Fees: If the individual requires an urgent (within 15 days) decision, he/she may pay the $2500 premium processing fee. If the employee pays this fee, his/her salary must be at least $2500 more than the minimum prevailing wage. This fee must be paid by check, drawn on a US bank, and payable to “Department of Homeland Security”
2. The “H-1B Employee Information” sheet, completed and signed.
3. Submit copies of I-94 card, front and back. If the individual does not have an I-94 card, submit a legible copy of the I-94 stamp in the passport or the page printed from the electronic I-94 website.
4. Submit copies of all prior H-1B approval notices, DS-2019s or I-20s. If applicable, submit a copy of the 2-year residency requirement waiver. If the applicant holds F-1 student status, submit the form I-20 along with a copy of any Employment Authorization Documents. If the employee is a current SLU H-1B holder, most of these documents are already on file. Ask International Services which, if any, of these are required.
5. If the applicant is transferring an H from another employer to SLU, submit proof that the individual is still employed by the current H-1B sponsor. The two or three most recent pay stubs are needed to demonstrate to the USCIS that the international employee is employed by the prior institution at the time SLU files its H petition. The employee may wish to wait and submit these items last. A transferring H employee should not resign or leave his/her current employment without discussing this with the Office of International Services first!
6. Other licenses. If the new hire is in a position that requires any type of licensure, submit a copy of that license.
7. A Copy of the Degree Certificate, e.g. M.D. or Ph.D. Degree. Certificates not in English must be accompanied by a translation, signed by a qualified translator. This also applies to degree certificates written in Latin. If the degree is *not* from a U.S. college or university, a credit evaluation must be obtained to verify that the foreign degree is equivalent to a U.S. degree.
8. The Candidate’s Curriculum Vitae with list of publications.
9. If the individual will be for applying for a change of status to H-4 for accompanying family members a check in the amount of $370 is required. This should be payable to Dept. of Homeland Security. The employee’s dependent must complete and return form I-539. Also include the appropriate documentation, usually copies of the front and back of the I-94 card, passport copies, and marriage or birth certificates for each family member. Follow all instructions on the I-539.

Contact the Office of International Services immediately if the applicant is currently in the US and plans to travel outside the US within the next 6 months.