INTERNATIONAL PROGRAMS & INITIATIVES
H-1B DOCUMENT CHECKLIST

NAME __________________________________________ UAF ID # _______________________
COUNTRY OF RESIDENCY ___________________________ VISA STATUS _______________________

BEFORE EMPLOYMENT:
☐ UAF H-1B AUTHORIZATION REQUEST FORM
☐ EXPORT CONTROL CERTIFICATION FORM
☐ PROVOST APPROVAL IF POLICY EXCEPTION NEEDED
☐ POSITION DESCRIPTION
☐ COPY OF ADVERTISEMENTS
☐ UAF PERSONNEL AUTHORIZATION TO HIRE
☐ CONTRACT LETTER WITH SALARY AND CONDITIONS
☐ ACTUAL WAGE SHEET
☐ LETTER FROM DEAN OR DIRECTOR (EINSTEIN LETTER)
☐ CHECKS FROM DEPARTMENT & PAYABLE TO DEPARTMENT OF HOMELAND SECURITY
   ☐ $460 PETITION FILING FEE
   ☐ $500 FRAUD PREVENTION & DETECTION FILING FEE
   ☐ $1,225 PREMIUM PROCESSING FEE (OPTIONAL)
☐ COPY OF PASSPORT ID PAGE
☐ COPY OF CURRENT OR PREVIOUS VISA(S)
☐ COPY OF CURRENT AND ALL PREVIOUS I-94s
☐ COPY OF ALL PREVIOUS IMMIGRATION DOCUMENTS (e.g.: I-20, IAP-66, DS-2019 AND/OR I-797)
☐ COPY OF ALL PREVIOUS H, O OR TN AUTHORIZATIONS
☐ VITAE/RESUME
☐ EDUCATION
   ☐ CERTIFIED TRANSCRIPT IN ENGLISH OR WITH CERTIFIED ENGLISH TRANSLATION
   ☐ COPY OF DIPLOMAS IN ENGLISH WITH CERTIFIED ENGLISH TRANSLATION
   ☐ IF APPLICANT DOES NOT HAVE A U.S. DEGREE, AN EDUCATIONAL CREDENTIAL
      EVALUATION (ECE) WILL BE REQUIRED.

UPON ARRIVAL:
☐ SCHEDULE ORIENTATION WITH IPI
☐ COLLECT ORIGINAL I-797A TO BE HELD AT IPI, UNLESS EMPLOYEE IS ON TRAVEL
☐ COLLECT COPIES OF PASSPORT PAGE WITH ARRIVAL STAMP, VISA AND DIGITAL I-94 & SEND
   TO IPI
☐ COLLECT RESIDENCE AND MAILING ADDRESS AND SEND TO IPI
TRAVEL OUTSIDE THE U.S.:
☐ NOTIFICATION TO IPI IMMEDIATELY
☐ COLLECT ORIGINAL I-797A FOR TRAVEL & FILL OUT TRAVEL NOTICE
☐ UPDATE GLACIER IMMIGRATION UPON RETURN OF TRAVEL
☐ RETURN I-797A TO IPI
☐ COLLECT COPIES OF PASSPORT, VISA AND DIGITAL I-94 AND SEND TO IPI

EXTENSIONS AND/OR CHANGES OF EMPLOYERS:
☐ UAF H-1B AUTHORIZATION REQUEST FORM
☐ EXPORT CONTROL CERTIFICATION FORM
☐ POSITION DESCRIPTION, IF CHANGED
☐ CONTRACT LETTER WITH SALARY AND CONDITIONS
☐ ACTUAL WAGE SHEET
☐ LETTER FROM DEAN OR DIRECTOR (EINSTEIN LETTER)
☐ CHECKS FROM DEPARTMENT & PAYABLE TO DEPARTMENT OF HOMELAND SECURITY
  ☐ $460 PETITION FILING FEE
  ☐ $1,225 PREMIUM PROCESSING FEE (OPTIONAL)
☐ COPY OF PASSPORT ID PAGE
☐ COPY OF CURRENT OR PREVIOUS VISA(S)
☐ COPY OF CURRENT AND ALL PREVIOUS I-94s
☐ COPY OF ALL PREVIOUS IMMIGRATION DOCUMENTS (e.g.: I-20, IAP-66, DS-2019 AND/OR I-797)
☐ COPY OF ALL PREVIOUS H, O OR TN AUTHORIZATIONS
☐ VITAE/RESUME
☐ COPY OF W-2 FOR PRIOR YEAR
☐ MOST RECENT PAYSTUBS FOR 2-4 MONTHS (UAONLINE IS ACCEPTABLE)
☐ DEPENDENTS: SUBMIT ORIGINAL I-539 FORM, COPIES OF PASSPORT ID PAGE, PREVIOUS
☐ VISA(S), I-94(S), MARRIAGE AND BIRTH CERTIFICATES, CHECK FOR $370

UPON DEPARTURE:
☐ IF RESIGNING, COLLECT COPY OF RESIGNATION LETTER AND SEND TO IPI
☐ COLLECT COPY OF FLIGHT ITINERARY SHOWING DEPARTURE OF U.S. AND COPY IPI; OR
☐ EMAIL FROM VISITOR WITH DEPARTURE DATE
☐ CANCEL H-1B IF PRIOR TO END DATE
☐ IF TERMINATING, CONTACT IPI IMMEDIATELY
  ☐ COLLECT COPY OF TERMINATION LETTER FROM DEPARTMENT AND SEND TO IPI
  ☐ ARRANGE RETURN FLIGHT TO HOME COUNTRY FOR EMPLOYEE AND SEND COPY TO IPI
  WITH DOCUMENTATION OF UNIT PAYMENT FOR TICKET.