

INTERNATIONAL PROGRAMS & INITIATIVES
Immigration Sponsorship – Appointment Information
Beneficiary/Department/Unit Checklist

NAME _____ UAF ID # _____

COUNTRY OF RESIDENCY _____ VISA STATUS _____

APPLICANT/BENEFICIARY RESPONSIBILITIES (Submit to UAF Dept/Unit Point of Contact):

BENEFICIARY APPLICATION FORM

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 E, H, O, EMPLOYMENT AUTHORIZATION OR TN AUTHORIZATIONS

VITAE/RESUME

EDUCATION

CERTIFIED TRANSCRIPT IN ENGLISH OR WITH CERTIFIED ENGLISH TRANSLATION

COPY OF DIPLOMAS IN ENGLISH WITH CERTIFIED ENGLISH TRANSLATION

EDUCATIONAL CREDENTIALS EQUIVALENCY EVALUATION, IF DEGREE WAS OBTAINED OUTSIDE THE U.S. (www.ece.org). A GENERAL REPORT (**IMMIGRATION PURPOSES**) IS REQUIRED FOR THE APPLICATION. **NOTE: World Education Services (WES) evaluations are not acceptable for H-1B petition documentation purposes.**

DEPARTMENT/UNIT RESPONSIBILITIES:

IMMIGRATION SPONSORSHIP APPOINTMENT INFORMATION FORM

EXPORT CONTROL CERTIFICATION FORM

PROVOST APPROVAL IF POLICY EXCEPTION NEEDED

POSITION DESCRIPTION

COPY OF ADVERTISEMENTS

UAF PERSONNEL AUTHORIZATION TO HIRE

OFFER LETTER AND/OR CONTRACT LETTER WITH SALARY AND CONDITIONS

COPY OF WORKLOAD ASSIGNMENT, IF AVAILABLE

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

\$1,440 PREMIUM PROCESSING FEE (OPTIONAL)

BENEFICIARIES - UPON ARRIVAL:

SCHEDULE ORIENTATION WITH IPI

RETURN ORIGINAL I-797A, APPROVAL NOTICE TO IPI

BRING PASSPORT FOR ID PAGE, VISA AND ARRIVAL STAMPS AND I-94 ARRIVAL
RECORD

SIGN I-94 ARRIVAL RECORD RELEASE FORM

CHECK IN WITH DEPARTMENT/UNIT HR REPRESENTATIVE FOR NEW HIRE PAPERWORK

APPLY FOR POLAR EXPRESS CARD AND PARKING PASS, IF NEEDED

DEPARTMENT/UNIT – UPON ARRIVAL

COLLECT NEW HIRE PAPERWORK

SCHEDULE UAFHR ORIENTATION

NOTIFY BENEFICIARY OF UAF MANDATORY TRAINING

SET UP GLACIER IMMIGRATION ACCOUNT

BENEFICIARY - 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 EMPLOYMENT:

APPLICANT/BENEFICIARY RESPONSIBILITIES:

BENEFICIARY APPLICATION FORM

COPY OF PASSPORT ID PAGE

COPY OF CURRENT OR PREVIOUS VISA(S)

COPY OF CURRENT AND ALL PREVIOUS I-94s

UPDATED 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

DEPARTMENT/UNIT RESPONSIBILITIES:

IMMIGRATION SPONSORSHIP APPOINTMENT INFORMATION FORM

EXPORT CONTROL CERTIFICATION FORM

ACTUAL WAGE SHEET

LETTER FROM DEAN OR DIRECTOR (EINSTEIN LETTER)

CHECKS FROM DEPARTMENT & PAYABLE TO DEPARTMENT OF HOMELAND SECURITY

\$460 PETITION FILING FEE

\$1,440 PREMIUM PROCESSING FEE (OPTIONAL)

POSITION DESCRIPTION, IF CHANGED

CONTRACT LETTER WITH SALARY AND CONDITIONS, IF CHANGED

WORKLOAD ASSIGNMENT, IF CHANGED

DEPARTMENT/UNIT - UPON DEPARTURE:

IF BENEFICIARY IS 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

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.