

# INTERNATIONAL STUDENT & SCHOLAR SERVICES H-1B CHECKLIST

NAME \_\_\_\_\_ UAF ID # \_\_\_\_\_

## **CANDIDATE RESPONSIBILITIES (SUBMIT TO UAF DEPT POINT OF CONTACT):**

- CANDIDATE INFORMATION FORM
- COPY OF PASSPORT ID PAGE
- COPY OF CURRENT AND ALL 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, or TN EMPLOYMENT AUTHORIZATIONS
- UPDATED CV/RESUME (BE SURE TO ADD GRADUATION DATES)
- HIGHEST ACADEMIC DEGREE CERTIFICATE AND TRANSCRIPTS IN ITS ORIGINAL LANGUAGE (WITH CERTIFIED ENGLISH TRANSLATION, IF APPLICABLE)
  - IF EDUCATION WAS OBTAINED OUTSIDE THE U.S., AN EDUCATIONAL CREDENTIALS EVALUATION IS REQUIRED. PLEASE USE EDUCATION CREDENTIAL EVALUATORS ([www.ece.org](http://www.ece.org)) AND REQUEST A GENERAL REPORT (FOR IMMIGRATION PURPOSES).  
**NOTE:** WORLD EDUCATION SERVICES (WES) EVALUATIONS ARE NOT ACCEPTABLE FOR H-1B PETITION DOCUMENTATION PURPOSES.

## **DEPARTMENT RESPONSIBILITIES:**

- DEPARTMENT SPONSORSHIP FORM
- EXPORT CONTROL CERTIFICATION FORM ([CONTROLLED BY ORI](#))
- PROVOST APPROVAL IF POLICY EXCEPTION NEEDED
- COPY OF SIGNED JOB REQUEST FORM, IF APPLICABLE
- COPY OF APPROVED HIRING MEMO, IF APPLICABLE
- POSITION DESCRIPTION (PD)
- COPY OF ADVERTISEMENTS, IF TENURE TRACK
- MYUA OFFER CARD
- OFFER LETTER AND/OR CONTRACT LETTER WITH SALARY AND CONDITIONS
- ACTUAL WAGE STATEMENT
- LETTER FROM DEAN OR DIRECTOR (EINSTEIN LETTER)
- CHECKS FROM DEPARTMENT & PAYABLE TO U.S. DEPARTMENT OF HOMELAND SECURITY
  - \$460 PETITION FILING FEE
  - \$500 FRAUD PREVENTION & DETECTION FILING FEE
  - \$2,805 PREMIUM PROCESSING FEE (OPTIONAL)

**CANDIDATE - UPON ARRIVAL:**

- SCHEDULE ORIENTATION WITH ISSS  
*DO NOT SCHEDULE AN APPOINTMENT WITH THE SOCIAL SECURITY ADMINISTRATION UNTIL AFTER YOUR ORIENTATION APPOINTMENT.*
  - RETURN ORIGINAL I-797A, APPROVAL NOTICE TO ISSS
  - BRING PASSPORT FOR ID PAGE, VISA AND I-94
  - SIGN I-94 ARRIVAL RECORD RELEASE FORM
- CHECK IN WITH DEPARTMENT HR REPRESENTATIVE FOR NEW HIRE PAPERWORK APPLY FOR
- POLAR EXPRESS CARD AND PARKING PASS, IF NEEDED

**DEPARTMENT – UPON ARRIVAL**

- COLLECT NEW HIRE PAPERWORK
- SCHEDULE UHR ORIENTATION
- NOTIFY BENEFICIARY OF UAF MANDATORY TRAINING(S)
- SET UP GLACIER TAX COMPLIANCE ACCOUNT

**EMPLOYEE - TRAVEL OUTSIDE THE U.S.:**

- NOTIFICATION TO ISSS IMMEDIATELY
- COLLECT ORIGINAL I-797A FOR TRAVEL & FILL OUT TRAVEL NOTICE
- UPDATE GLACIER TAX COMPLIANCE UPON RETURN OF TRAVEL
- RETURN I-797A TO ISSS
- COLLECT COPIES OF PASSPORT, VISA AND I-94 AND SEND TO ISSS

**EXTENSIONS AND/OR CHANGES OF EMPLOYMENT:**

**EMPLOYEE RESPONSIBILITIES:**

- CANDIDATE INFORMATION FORM
- COPY OF PASSPORT ID PAGE
- COPY OF CURRENT OR PREVIOUS VISA(S)
- COPY OF CURRENT AND ALL PREVIOUS I-94s
- UPDATED CV/RESUME
- COPY OF W-2 FOR PRIOR YEAR
- MOST RECENT PAYSTUBS FOR 2-4 MONTHS (UAONLINE IS ACCEPTABLE)
- DEPENDENTS: SUBMIT ORIGINAL I-539 FORM VIA [www.uscis.gov](http://www.uscis.gov)

**DEPARTMENT RESPONSIBILITIES:**

- CANDIDATE INFORMATION FORM
- EXPORT CONTROL CERTIFICATION FORM ([CONTROLLED BY ORI](#))
- ACTUAL WAGE STATEMENT
- LETTER FROM DEAN OR DIRECTOR (EINSTEIN LETTER)
- CHECKS FROM DEPARTMENT & PAYABLE TO U.S. DEPARTMENT OF HOMELAND SECURITY
  - \$460 PETITION FILING FEE
  - \$2,805 PREMIUM PROCESSING FEE (OPTIONAL)
- POSITION DESCRIPTION (PD), IF CHANGED
- CONTRACT LETTER WITH SALARY AND CONDITIONS

**DEPARTMENT - UPON DEPARTURE:**

- COPY OF RESIGNATION LETTER AND SEND TO ISSS
- COLLECT COPY OF FLIGHT ITINERARY SHOWING DEPARTURE OF U.S. AND COPY ISSS; OR EMAIL FROM EMPLOYEE WITH DEPARTURE DATE
- IF TERMINATING, CONTACT ISSS IMMEDIATELY
  - COLLECT COPY OF TERMINATION LETTER FROM DEPARTMENT AND SEND TO ISSS
  - ARRANGE RETURN FLIGHT TO HOME COUNTRY FOR EMPLOYEE AND SEND COPY TO ISSS WITH DOCUMENTATION OF UNIT PAYMENT FOR TICKET.