

INTERNATIONAL STUDENT & SCHOLAR SERVICES
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 APPLICANT 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, EMPLOYMENT AUTHORIZATIONS 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:

APPOINTMENT INFORMATION FORM

EXPORT CONTROL CERTIFICATION FORM

PROVOST APPROVAL IF POLICY EXCEPTION NEEDED

PROVOST DIRECT HIRE MEMO

POSITION DESCRIPTION (PD)

COPY OF ADVERTISEMENTS, IF ON THE 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 DEPARTMENT OF HOMELAND SECURITY

\$460 PETITION FILING FEE

\$500 FRAUD PREVENTION & DETECTION FILING FEE

\$2,805 PREMIUM PROCESSING FEE (OPTIONAL)

BENEFICIARIES - 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 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 UAHR ORIENTATION

NOTIFY BENEFICIARY OF UAF MANDATORY TRAINING(S)

SET UP GLACIER TAX COMPLIANCE ACCOUNT

BENEFICIARY - TRAVEL OUTSIDE THE U.S.:

NOTIFICATION TO IPI 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 DIGITAL I-94 AND SEND TO ISSS

EXTENSIONS AND/OR CHANGES OF EMPLOYMENT:

APPLICANT/BENEFICIARY RESPONSIBILITIES:

APPLICANT INFORMATION 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:

APPOINTMENT INFORMATION FORM

EXPORT CONTROL CERTIFICATION FORM

ACTUAL WAGE STATEMENT

LETTER FROM DEAN OR DIRECTOR (EINSTEIN LETTER)

CHECKS FROM DEPARTMENT & PAYABLE TO 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/UNIT - UPON DEPARTURE:

IF BENEFICIARY IS RESIGNING, COLLECT COPY OF RESIGNATION LETTER AND SEND TO ISSS

COLLECT COPY OF FLIGHT ITINERARY SHOWING DEPARTURE OF U.S. AND COPY ISSS; OR

EMAIL FROM VISITOR WITH DEPARTURE DATE

IF TERMINATING, CONTACT IPI 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.