

## DEPARTMENT CHECKLIST

### PLEASE READ THROUGH THE ENTIRE PACKET BEFORE COMPLETING THIS CHECKLIST

Each of the following steps must be followed for initial petitions, extensions of status, transfers and/or amendments to H-1B status.

#### STEP 1:

- Complete **H-1B Data Form** with the Beneficiary.
- Complete the **Department Information for Prevailing Wage Request Form** & return to IFS by campus mail or fax to 520-621-2757.
- Complete and sign **Actual Wage Documentation & Wage Calculation Determination** and return originals to IFS.
- Read and sign the **Declaration of the Department** and return original to IFS.
- IFS Service Fee **MUST be paid by department: \$1,000** (New and Transfers), **\$800** (Extensions and Amendments), **\$250** (in an addition to for Premium Processing).

#### STEP 2:

- Post the **Notice of LCA** in two **(2) conspicuous locations in each area of employment** for a minimum of ten (10) consecutive business days and submit all originals to IFS. IFS will contact you when the prevailing wage has been determined, at this time take the postings down and fill in the end date. The posting expire 30 days after they have been taking down so it is best to wait.

#### STEP 3:

- Prepare **Department Letter of Support** (template online) & send **signed original**, on department letterhead, to IFS. The letter must include:
  - Job Title  Salary  Whether or not fringe benefits are included  Whether the position is part-time or full-time
  - Beginning and ending dates of appointment
  - A detailed statement about the proposed duties and the minimum educational requirements
  - An explanation regarding how the prospective employee qualifies for the position

#### STEP 4:

- Prepare **Department Letter of Return Trip** (template online), and send **signed original**, on department letterhead, to IFS.

#### STEP 5:

- Gather all documentation from the FN (FN Checklist in H-1B Info. Packet) & submit entire packet to IFS along with appropriate fees.
  - USCIS I-129 Fee **\$460 (MUST be paid by department)**
  - DHS Anti-Fraud Fee **\$500 (MUST be paid by department)** (new employees, change of status and transfers)
  - USCIS I-907 Premium Processing Fee **\$1225** (optional, Call IFS)
  - Separate checks for all payments, payable to: "U.S. Department of Homeland Security".  
*Address: California Service Center, 24000 Avila Rd., Rm. 2302, Laguna Niguel, California 92677*

#### STEP 6:

- Notify IFS if the FN **resigns** or is **terminated**, or if any **material changes** are anticipated (see Information Packet).

#### **SUBMIT ALL DOCUMENTATION & FORMS TO:**

*International Faculty & Scholars, 888 N. Euclid Ave., USB-3<sup>rd</sup> Floor, Rm 301, Tucson, AZ 85721.* Please review **ALL** dates of employment and addresses. Fill out forms completely, if you have questions please contact our office.