

CHECKLIST OF REQUIRED SUPPORTING DOCUMENTATION

All documentation should be submitted to ISSS. The following documents will need to be scanned and emailed **by the department, each saved as** a separate file. All documents must be in pdf or jpg format. With the exception of the H-1B Beneficiary Form, all forms must be completed by the Hiring Department. All forms in italics can be found on-line at <https://www.fit.edu/international-student-and-scholar-services/for-departments/h-1b-visa-program/>

- Copy of most recent executed contract letter signed by all parties**
- Copy of advertisement used to recruit position.** Must include information of where advertised and when.
- H-1B Request Form***, signed, scanned and emailed to ISSS
- Position Description*** (be sure to use template of Sample Positions provided at the end of this list)
- Actual Wage Worksheet***, signed scanned and emailed to ISSS
- Letter addressed to ISSS from department or division head requesting the H-1B.*** The letter should include:
 - Position title
 - Salary
 - Dates of intended employment
 - Detailed description of duties worker will perform and qualifications required for the position
 - Detailed description of how worker's credentials relate to the position
 - State that the employer will be liable for the reasonable cost of return transportation of the worker abroad if the employee is dismissed from employment by the employer before the end of the period of authorized stay.**See sample attached.**
- Export Control Certification Form and questionnaire***

EMPLOYEE DOCUMENTATION

- Completed H-1B Beneficiary Form (signed and dated by beneficiary)***
- Copy of passport identification page:** Page must include the full name, dates of issue and expiry, country of citizenship and photo.
- If change of status is needed:**
 - Copy of current visa stamp
 - Copy of I-94 (copy of front and back if received hard copy of I-94 when arriving by land, or copy of date stamp in passport noting lawful entry and copy of printed I-94 at www.cbp.gov/i94 when arriving by air or sea) **must be in one file**
 - Employment authorization card (if applicable)
 - Copy of **all** current and previous I-20s and/or DS-2019s, **please separate documents into one file for all I-20s and one for all DS-2019s, if applicable.**
 - Be certain that the copies show any notations added to the documents by federal officials.
- If worker is in H-1B status:**
 - Copy of **all** current and previous I-797s (Notice of Approval), **must be in one file**
 - Copy of current visa stamp
 - Copy of I-94 (copy of front and back if received hard copy of I-94 when arriving by land, or copy of date stamp in passport noting lawful entry and copy of printed I-94 at www.cbp.gov/i94 when arriving by air or sea) **must be in one file**
 - Copy of **all** previous I-20s and/or DS-2019s (if applicable), **must be in one file**
 - Copies of pay stubs from current employer from the past three months, or departmental letter confirming H-1B employment, **must be in one file**
 - Be certain that the copies show any notations added to the documents by federal officials.
- Copy of diplomas:** Documents not in English must be translated by someone competent to do so. Foreign credentials must be evaluated by a recognized credentials evaluation service to demonstrate that a foreign degree is equivalent to its U.S. counterpart (see the ISSS website for a list of credentials evaluators)
- Copy of transcripts:** Required for all degrees earned in the United States.

- Curriculum vita:** Must be up to date at time of filing and should include the following information:
 - Current residential address
 - Address outside the U.S. (this must be a valid mailing address to be used by a U.S. Consulate to notify the worker to schedule the processing of the H-1B visa stamp)
 - Date of birth
 - Country of birth
 - Country of citizenship
 - Statement of work history for the past six years (name of employer, location of employment, dates of employment, immigration classification while employed if inside the U.S.)
 - List of publications, presentations, awards and membership in societies
- If dependents are filing (each dependent must have their own copy of their documents, as they will be submitted individually). Dependents outside the U.S. at the time of application need not submit this information:**
 - Copy of I-94 (copy of front and back if received hard copy of I-94 when arriving by land, or copy of date stamp in passport noting lawful entry and copy of printed I-94 at www.cbp.gov/i94 when arriving by air or sea) **must be in one file**
 - Copies of passport identification pages for each dependent—must include same information as that required for the H-1B employee
 - Copies of visa stamps for each dependent
 - Copies of I-20s, DS-2019s and/or I-797s for each dependent, as applicable
 - Form I-539 must be completed and signed in blue ink by the dependent (additional dependents can be added to the form). This form must be submitted to the ISSS office along with a check for the filing fee.

FILING FEES (effective October 1, 2018)

At the appropriate time, ISSS will issue the department an invoice for the following fees. A check request will then need to be sent to the Accounts Payable Department. **It is very important that requesting departments make it clear that a separate check be issued for each fee, that Accounts Payable call the ISSS Office when the checks are ready, and the fees are not mailed to USCIS.**

- Prospective H-1B worker Form I-129 fee: \$460 (Required for ALL H-1B filings and must be paid BY THE DEPARTMENT.)
- H-1B Anti-Fraud Fee: \$500 (This fee must be paid BY THE DEPARTMENT. It is required in all cases **except for extension/amendment requests.**)
- Optional Premium Processing Fee: \$1410. The premium processing fee can be paid by either the department or the H1-B beneficiary. **However, if premium processing is required due to a department necessity, the fee must be paid by the department.**
- Dependents Form I-539 fee: \$370 (flat fee regardless of number of dependents. Again, dependents outside the US at the time of the application need not submit an application and fee).

All H-1B petitions will be sent via Federal Express for tracking purposes. The ISSS Office will contact your department and request your departmental index number so that the FedEx charges are routed to the proper account.

SAMPLE TEMPLATES OF POSITION DESCRIPTIONS

(in accordance with Department of Labor H-1B Prevailing Wage Submission Requirements)
Please prepare on department letterhead

For a faculty position:

TITLE OF POSITION

(Assistant Professor, Mathematical Sciences)

POSITION DUTIES

The *Assistant Professor of Mathematical Sciences* at Florida Institute of Technology will have the following duties and responsibilities:

1. Conducting research in *applied mathematics, more specifically in the area of nonlinear hyperbolic conservation laws and their applications*;
2. Teaching courses in *mathematics* at both the undergraduate and graduate levels.
3. Descriptions of Courses taught:
Title of Course:
Description of Course
4. Supervising two Ph.D. student candidates
5. Serving on the departmental committees; and performing services that are necessary to implement the educational programs and academic objectives of the department

REQUIREMENTS FOR POSITION

A Ph.D. in Mathematics or related field such as _____

Signature: _____ Date _____

Name & Title of Supervisor: _____

For a post-doc position:

TITLE OF POSITION

(Post-Doctoral Researcher, Department of Chemistry)

POSITION DUTIES

- Plan laboratory experiments to confirm feasibility of processes and techniques in the production of materials having special characteristics.
- Conducts research on the structures and properties of materials, such as metals, alloys, polymers and ceramics, to obtain information that could be used to develop new products or enhance existing ones.
- Prepare reports of materials study findings for the use of other scientists and requestors
- Devise testing methods to evaluate the effects of various conditions on particular materials .

REQUIREMENTS FOR POSITION

A Ph.D. or ABD in Chemistry or related field such as _____

Signature: _____ Date _____

Name & Title of Supervisor: _____

Florida Institute of Technology · Office of International Student and Scholar Services

150 West University Boulevard, Melbourne, FL 32901-6975 · (321) 674-8053 · Fax (321) 728-4570 iss@fit.edu · www.fit.edu/iss