

I-129 Documentation Checklist

The I-129 petition for H1B status must include documentation that supports the nature of the position as a specialty occupation and that proves the applicant meets the criteria for the position. Additionally applicants should be able to document how much time has been spent in the US in previous non-immigrant statuses that may impact the eligibility for the current H1B application and the length of stay under H1B status.

DEPARTMENT CHECKLIST

The following documentation is required from the department to determine the prevailing wage, file the Labor Condition Application with the Department of Labor, and to prepare official U.S. Citizenship and Immigration Services (USCIS) petition.

- Completed and signed the "[Request to Initiate H1B](#)" form.
- Completed "[H1B Job Description for PW determination](#)" form.
- Letter of support detailing applicant's degree and qualifications with emphasis on specialty nature of occupation (see [template](#))
- KSU Offer Letter and/or Contract
- "Recruitment Efforts Overview" (see template for [Faculty Personnel](#) & [Professional Occupation](#)).
- Completed and approved [Check Request](#) form.

APPLICANT'S CHECKLIST

- [H1B Applicant's Information Sheet](#)
- [Certification of Copies](#)
- Diploma indicating required degree¹
- Transcripts supporting diploma
- [Credential Evaluation](#) if non-US institution
- Letters of support from current/previous employers documenting experience required for position, if necessary²
- Current CV/resume

¹ If applicant does not have required degree, then include diploma indicating highest education level achieved; balance should be made up in documented experience

² Necessary only if job description indicates a combination of education and experience, or if the applicant does not have the minimum education, but has the balance of experience to make up for it; letters should validate the required years of experience

- Documentation of non-immigrant history
 - Current I-94
 - Current passport ID page
 - Passport Visa page(s)
 - All stamped passport pages documenting US stays³
 - Any other applicable documentation of current and prior US status (DS-2019, I-797, I-20, I-94)⁴
- Translations of all non-English documents, certified⁵

If requesting Premium Processing, include the following:

- [Form I-907](#)
- KSU or personal check for \$1,000⁶

If your passport is no longer valid, include the following:

- Letter of explanation

If this is your first H1B visa petition, or you are petitioning as a result of a change in employer, include the following:

- KSU check for \$500 for Fraud Prevention Fee

If dependents will be included on petition and both the applicant and dependents are already in the US, include the following for each dependent:

- [Form I-539](#)⁷
- Personal check or money order for \$300, regardless of number of dependents
- Copy of I-129 being submitted above⁸

³ Stamps, visas and I-94s in passport are used to validate the applicant's eligibility for the H1B; if the applicant has never worked in the US previously include any stamped pages that display travel to and from the US

⁴ If applicant has only traveled to the US for pleasure and does not have any prior visa approvals this is not necessary

⁵ Certification and translation can be done by anyone other than a certified translator, but the translator must commit their name and contact information to the translation

⁶ Premium processing will be funded out of KSU Departmental funds on a case by case basis; if there is not a clearly identified need for expediting usually the department will not fund

⁷ I-539 is only required if the dependents are already in the US and need to request a renewal or change of status; not necessary for dependents who are arriving with the applicant from outside the US

⁸ If I-539 is being submitted after the I-129 include a copy of the I-797 Receipt Notice or Approval Notice for the I-129

- Documentation validating relationship to H1B applicant; marriage license, birth certification or adoption documentation
- Current passport ID page

HR CHECKLIST

- Prevailing Wage Request
- Approved Labor Condition Application: ETA-9035A
- [Form I-129](#)
- KSU check for \$320
- Copy of most recent [KSU Financial Report](#)⁹
- Cover letter with supporting document inventory from HR

⁹ Used to document that KSU is exempt from the Filing Fee due to status as an institution of higher education



Human Resources

Voucher # _____

VISA CHECK REQUEST

VENDOR **US Department of Homeland Security**
USCIS California Service Center, CAP EXEMPT, 24000 Avila Road, Room 2312, Laguna Niguel, CA 92677

VENDOR NUMBER **40483, address 003**

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/> H1B Fraud Prevention and Detection	\$500.00	Form I-129, first time filing
<input checked="" type="checkbox"/> H1B Filing Fee	\$320.00	Form I-129
<input type="checkbox"/> Premium Processing Fee*	\$1,000.00	Form I-907
<input type="checkbox"/> Permanent Resident Filing Fee	\$475.00	Form I-140
<input type="checkbox"/> Other _____	_____.	Form _____

EMPLOYEE NAME _____
(use as Invoice identifier)

DATE CHECK IS REQUESTED **8/15/2008**

CHARGE TO BUDGET: _____
enter ACCOUNT/FUND/DEPTID/CLASS/PROGRAM or SPEEDCHART #

APPROVED BY: _____ DATE: _____

TITLE: _____ DEPT: _____

HR APPROVAL: _____ DATE: _____

TITLE: _____ DEPT: _____

***Premium Processing Fees must be approved by Dean or AVP; attach brief justification to this form when returning to HR**

Departments: Please sign and fax to x6570; forward original signed copy via Campus Mail attn: Julia Pelenyuk MB 3504 Campus Services

HR: Attach copy of first page of appropriate form to approved and signed Check Request prior to walking over to A/P; include Business Manager in original email

Accounts Payable: Please process individual checks for each fee listed above. Notify Julia Pelenyuk (x6771, ypelenyu@kennesaw.edu) when checks are ready for pickup. **Please do not seal checks;** HR needs to record voucher number and make a copy for the file. Thanks!



(On Department Letterhead)

Date

Employment Visa Services
Human Resources
MB 3504

To Whom It May Concern:

This letter is written to formally request the initiation of H-1B visa status for Mr./Ms. _____.
He/She will be working as _____, in _____ Department at
Kennesaw State University beginning _____ and ending _____.

Sincerely,

Name, Title

Enclosures:

Job Offer Letter
Letter of Support
Recruitment Efforts Overview

H-1B Job Description for Prevailing Wage Determination

The hiring department must submit a job description with each H-1B application in order for HR to request a prevailing wage determination from the local Department of Labor Job Center. ***Position information must be consistent with any official job description on file with the Kennesaw State University HR office.***

Please type the following information using this form or submit the job description on a separate sheet of paper.

Official job title:

Rate of pay offered:

--	--

Describe the job duties:

--

Minimum education (degree) required for the position:

--

Field of specialization required for the position:

--

Specific number of years of prior work experience required after completion of academic degree for this position

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Friday, August 15, 2008

Department of Homeland Security

USCIS California Service Center
ATTN: CAP EXEMPT H1B Processing Unit
24000 Avila Road, Room 2312
Laguna Niguel, CA 92677

RE: H1B petition for [employee_name]

Dear Sir/Madam:

This letter is being submitted in support of Kennesaw State University's petition for H1B status for [employee_name] for his role of [job_title] for the Department of [dept_name].

Kennesaw State University is a non profit comprehensive state university and is the third largest institution in the University System of Georgia with an enrollment of over 20,000 students. The Department of [dept_name] [provide background on department].

The [dept_name] Department wishes to employ [employee_name] in the specialty occupation of [job_title] due to [outline job requirements].

[outline employee's unique qualifications for the job; should match job requirements listed above; include education, work experience and accomplishments]

[outline job offer: length of projected employment – directly related to period applicant is applying for visa; salary and any additional compensation]

Assuming our petition is approved, Kennesaw State University fully intends to comply with the regulations regarding H1B status. In the event that [employee_name] is dismissed prior to the end of the projected period of employment, KSU is acknowledges responsibility for the reasonable cost of his return transportation abroad.

Thank you for your consideration and attention to this matter.

Sincerely,

[your_name]
[your_title]
[your_dept]

H-1B APPLICANT INFORMATION SHEET

This is a computer fillable form. Please fill out this form in its entirety. DO NOT LEAVE ANY ITEMS BLANK.
Should you have any questions, please contact the Office of Employment Visas Services via email
workvisa@kennesaw.edu or at 770-423-6771.

SECTION I Personal Information

1.	Name: Last	First	Middle
2.	Birthdate: (mm/dd/yyyy)		Male <input type="checkbox"/> Female <input type="checkbox"/>
3.	Social Security Number (if applicable):	Alien Registration Number (if applicable):	
4.	Country of Birth:		
5.	Province of Birth:		
6.	Country of Citizenship:		
7.	Country of Permanent Legal Residence:		
8.	Most recent date of arrival in the U.S. (MM/DD/YYYY) (if applicable):		I-94#:
9.	What is your current U.S. nonimmigrant status?(If applicable) (Be specific, i.e. F-1, OPT, J-1, H-1, etc.):		
	_____ Beginning date : Date current status expires :		
10.	Passport Number: Date Passport Issued (MM/DD/YYYY): Date Passport Expires (MM/DD/YYYY):		
11.	Current address: (PO Box not acceptable):		
	E-mail Address:	Tel. #	Fax #

SECTION II

	<u>If you answer "YES" to any questions, please explain and attach copies of relevant documents.</u>
12.	Has an immigrant petition (permanent residency petition) ever been filed for you or any of your accompanying dependents? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, Explain:
13.	Have you or any accompanying dependents ever been arrested or convicted of any criminal offense? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, Explain:
14.	Have you or any accompanying dependents ever been in removal proceedings? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, When:
15.	Have you or any accompanying dependents been employed in the U.S. (If yes, give the following information: status held, dates, name of employer, name of immediate supervisor, phone number, and address). Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, When:
16.	Have you or any accompanying dependents ever been subject to the J Exchange Visitor 2-Yr Home Residency Requirement? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, Explain:
17.	6. Have you or any accompanying dependents ever been denied a change of status or admission to the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, Explain:

18.	REQUIRED: Indicate city and country of U.S. consulate (Canadian Citizens indicate port of entry) at which you will apply for the H-1B visa in the event that your change of status or extension of stay is denied, or if you are outside the U.S.A. City: Country:
19.	Foreign Address (required): (PO Box not acceptable)

SECTION III U.S. Non-Immigrant Status History

20.	Please fill out the following section if you are currently in the U.S. on a non-immigrant visa or if you have ever previously been in the U.S. on any type of visa. Please attach the copies of your passport pages, visa(s), I-94, I-20 and other documentation of your non-immigrant status history.			
	Period of Stay (MMDDYYYY):	Place & Purpose of Stay	Sponsoring Institution or Company:	Status Held:
	From To			
	From To			
	From To			
	From To			

SECTION IV Dependents

21.								
	Family Name	Given Name	Middle Name	Relationship to applicant	Birth Date (mm/dd/yyyy)	Current status held:	Period(s) of stay:	City and Country of Birth:

I certify, under penalty of perjury under the laws of the United States of America, that all information provided with this petition by me is all true and correct.

Signature of H-1B applicant

Date

Email

Phone

Printed Name (Last, First, Middle Initial)