H-1B Checklist for Hiring Department

1. A check, $325 H-1B application fee (mandatory being paid by the hiring department)
   A check, $500 anti-fraud fee (only for new hire)
   A check, $1225, Premium Processing Service Fee by the applicant or department

   All checks should be made payable to Depart of Homeland Security, USCIS (California Service Center, US Citizenship and Immigration Services, 24000 Avila Road, Room 2312, Laguna Niguel, CA 92677)

   Department charging number for FedEx

2. Letter of support from hiring department Chair (See the sample letter)
   In general, the letter should contain four parts

   a. "I wish to support an H-1B application for Dr. X for the position of... This H1B appointment will begin on (month/day/year)*and end on (month/day/year). The position will carry a salary of $...per..." (*Note: this refers to the date of the preferred H1B start date, NOT the start date of actual employment. If individual is CURRENTLY on F-1 practical training or J-1 academic training, you may wish to discuss their preference for the H1B start date, as they may wish to utilize the full period of current authorized employment. Others may wish to begin the H1B status prior to the expiration of their current authorization status."

   b. "The main duties of this position are..." (as detailed as possible)

   c. "[Dr. X] possesses the necessary qualifications for the above position. [Dr. X's] qualifications include..."

   d. Lehigh University is aware employers are required by law to provide return transportation for the H-1B worker if the employment is terminated prematurely.

3. Official copy of job offer letter
4. H1B Prevailing Wage Data
5. Actual Wage Statement
6. Deemed Export Questionnaire