

H-1B Request Form

Please submit via UH FileDrop

H-1B beneficiary: _____ Intended dates: _____ to _____

H-1B's email address: _____ Premium processing service? No Yes

Prepare and attach the following:

- [H-1B Information Form](#)
- I-129 export controls certification (H-1B's supervisor must complete – see <https://research.hawaii.edu/orc/export-controls/>)
- [I-94 Record Retrieval Consent](#) (N/A for extensions and amendments)
- [Actual Wage Calculation Form and Actual Wage Statement](#)
- [Labor Conditions and Return Travel Attestation](#)
- Copy of offer letter (N/A for extensions and amendments)
- Copy of PNF
- Copy of each job ad: NeoGov, Chronicle of Higher Ed, etc. (N/A for extensions if same position)
- Curriculum vitae, including publications list
- Copy of last 3 pay stubs (N/A for entry from abroad requests)
- Copy of [passport biodata and expiration page\(s\)](#)
- [Employer's support letter](#)
- Copy of transcript and diploma showing major/field for highest degree conferred
- Copy of foreign credential evaluation of highest degree by a member of [NACES](#) or [AICE](#) (N/A if degree is from U.S.)

If the person is currently in the U.S., also provide:

- Copy of current [visa](#) in passport
- Copy of admission stamp and notations from last U.S. entry (if available)
- Copy of [I-94 record](#) from CBP's [website](#)
- Copy of the following documents, as applicable:
 - If currently in E, H, O, TN, or other work status: All previous Form [I-797A and/or I-797B approval notices](#)
 - If currently in J status: All previous Form [DS-2019s](#) and/or J [visas](#) in passport (N/A for extensions and amendments) and [USCIS waiver approval notice](#) and/or [DOS waiver recommendation letter](#) (if subject to [two-year residence requirement](#))
 - If currently in F status: Current Form [I-20 and EAD](#) (if on OPT)

If family members will change to or extend H-4 status in the U.S., also provide:

- [Form I-539 application](#) and [Form I-539A](#) (if applicable) with original signature
- Copy of each dependent's current [visa](#) in passport
- Copy of each dependent's admission stamp and notations from last U.S. entry (if available)
- Copy of each dependent's [I-94 record](#) from CBP's [website](#)
- Copy of each dependent's Form [I-797A/I-797B approval notices](#) and/or current Form [I-20](#) (as applicable)
- Copy of all previous Form [DS-2019s](#) and/or J [visas](#) for each dependent who was ever a J-1 or J-2
- Copy of each dependent's [passport biodata and expiration page\(s\)](#)
- Copy of spouse's marriage certificate / family register with English [translation](#) (if applicable)
- Copy of each child's birth certificate / family register with English [translation](#) (if applicable)

University of Hawai'i departments submitting H-1B requests must comply with University policies and procedures and with U.S. laws, regulations, and policies. Signatures below indicate the college and department's recognition of these responsibilities.

Department chair's signature: _____ Name: _____ Date: _____

Dean's/Dir's signature: _____ Name: _____ Date: _____

Reviewed by HR specialist: _____ Email: _____ Phone: _____

FSIS Received