

## 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:**

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

**Visa and immigration documents:**

- (16) Copy of current [visa](#) in passport
- (17) Copy of admission stamp and notations from last U.S. entry (if available)
- (18) Copy of [I-94 record](#) from CBP's [website](#)
- (19) Copy of the following documents, as applicable:
  - (19a) All previous Form [I-797A and/or I-797B approval notices](#) (E, H, O, TN, or other work status)
  - (19b) All previous Form [DS-2019s](#) and [visas](#) in passport (N/A for extensions and amendments) and
  - (19c) [USCIS waiver approval notice](#) and [DOS waiver recommendation letter](#) (if subject to [two-year residence requirement](#))
  - (19d) Current Form [I-20](#) and [EAD](#) (if on OPT)

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