

H-1B Sponsor & Extend Supporting Documents Cover Sheet

From the Applicant

1. Cover sheet (this document)
2. Data Sheet
3. Three copies of C.V., including a list of publications
4. Three copies of certified diplomas and certified transcripts in the original language.
 - If original language is not English, provide three copies of certified translations of diplomas and transcripts. Copies can be certified by signing the Certification of Documents statement.
5. Three copies of passport ID page
 - Passport must have a validity date at least six months beyond the applicant's expected date of entry to the United States, but preferable valid until the end of the proposed employment.
6. Three copies of all entry visa stamps issued by the U.S. Department of State
 - If applicant has been in the U.S. before
7. **If now or previously in the U.S. in J-1, F-1, H-1 or O-1 status**, please attach three copies of each of the following:
 - J status: all previous DS-2019 forms. If applicant was subject to the two year home residency requirement, the waiver granted by USCIS is required
 - F status: all previous I-20 forms and EAD cards
 - H or O status: all I-797 approval notices that have been issued
8. Three copies of I-94 record
 - If currently in the U.S., attach three copies of both sides of a printout of the I-94 arrival/departure record.
9. Proof that the scholar has been employed until the day the new H-1B petition for Columbia University is filed
 - If currently in the U.S. in H-1B status with another employer, USCIS requires proof that the scholar has been employed until the day the new H-1B petition for Columbia University is filed. They require pay statements for the previous 3 months and the most recent W-2 form.
10. I-539 for applicants with dependent(s)
 - If dependents are in the U.S., include USCIS form I-539 if they will apply for a change of status to/extension of H-4. Include 2 copies of each dependent's:
 - I-94 arrival/departure record
 - Visa stamp and passport ID pages showing identity and expiration date
 - documents related to their status, such as I-20 for F-2
 - a marriage certificate (spouse) or birth certificate (child)

From the Department

11. Cover Sheet

12. Employment offer letter

13. Attach Affirmative Action Approval

- Send posting summary for the position which lists employee's name as "Selectee" and indicate clearance in "Notes" section. (Applications for post-doctoral positions are exempt from this requirement)

14. Certification Regarding the Release of Controlled Technology

- Printed on department letterhead

15. Sponsor letter

- Please be sure to include the degree and area of specialization required for the position, especially if the employment is not a teaching position. You may use the Sample Teaching Letter or Sample Research Letter as a guide. Attach the original and 2 photocopies of the letter from the sponsor.

16. USCIS Fees

- Your department must pay all required fees. When preparing a Check Request for Accounts Payable, use the AP/CAR vendor "U.S. Dept of Homeland Security, USCIS Service Center, 75 Lower Weldon Street, St. Albans, VT 05479 Request check(s) payable to U.S. Department of Homeland Security." Use only "hold for pick-up".
 - \$460 I-129 petition
 - \$500 Fraud Prevention and Detection Fee
 - \$370 I-539 change of status/extension of stay application for dependents (If no spouse or children dependents, this is not a required fee).
 - \$1,225 Optional additional premium processing fee to expedite the USCIS adjudication process to 15 days rather than the usual 6 months processing time.
- All fees must be on separate checks.