

## H-1B Sponsor & Extend Supporting Documents Cover Sheet

**Reminder:** To avoid a \$500 late fee all remaining supporting documentation including government checks (Step #3 on our [H-1B page](#)) must be received no later than 60 days prior to the requested H-1B start date.

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### From the Applicant

1. [Data Sheet](#) (if it was not provided in Step 1)
2. One copy of the C.V. (if it was not provided in Step 1)
3. One copy of the highest diploma earned in the original language **and** the transcript (may be unofficial transcript)
4. One copy of a certified translation (if diploma is not in English)
  - Two reputable firms to contact for translations are [Trustforte Corp](#) or [Morningside Evaluations](#).
5. One copy of a degree evaluation (if degree was not earned in the U.S.)
  - [Trustforte Corp](#) or [Morningside Evaluations](#) can provide evaluations of your documents.
6. One copy of passport ID page
  - Passport ID page
7. **If now or previously in the U.S. in J-1/J-2, F-1, H-1B or O-1 status:**
  - J-1/J-2 status: all previously issued DS-2019 forms and visa stamps. If the applicant was subject to the two year home residency requirement, the waiver granted by USCIS is required.
  - If currently in F-1 status: all previously issued I-20 forms and EAD cards.
  - H-1B or O-1 status: all I-797 approval notices that have been issued and most recent H-1B or O-1 visa stamp
8. One copy of [I-94 record](#) (if currently in the U.S.)
9. Three recent pay statements (if currently employed in the U.S. in any visa status)
10. Completed [I-539](#) for applicants with dependent(s) inside the U.S. seeking an extension or change of status to H-4
  - Also include a copy of each dependent's:
    - [I-94 record](#)
    - Visa stamp and passport ID pages
    - documents related to their current visa status, such as I-20 for F-2
    - a marriage certificate (spouse) or birth certificate (child)
  - \*\*\***If the dependents are outside the U.S.**, the I-539 is **not** required. The dependent will apply for an H-4 visa abroad after the H-1B has been approved.

## From the Department

11. Offer letter (if it was not provided in Step 1)
12. [Certification Regarding the Release of Controlled Technology](#)
  - Printed on department letterhead
13. Sponsor letter
  - You may use the [Sample Teaching Letter](#) or [Sample Research Letter](#) as a guide.
14. Individual checks for the USCIS Fees (All fees must be on separate checks)
  - 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".
  - Refer to [Step 3 on our H-1B webpage](#) for precise individual check amounts.
    - \$460 I-129 petition fee
    - \$500 Fraud Prevention and Detection fee (for new H-1B employment at Columbia only)
    - \$370 I-539 application fee to change/extend status for H-4 dependents (If no spouse or children dependents, this is not a required fee).
    - \$2,500 Premium processing fee (**NOTE: this fee increases to \$2,805 effective 2/26/2024**)
  - (This option will ensure that USCIS takes action on the case in 15 days rather than the usual 6 months processing time).
15. Enter Chartstring for \$500 H-1B Late Fee here:
  - applicable if complete all above documentation –including checks– is not received within 60 days of the requested start date
  - must be from General Account (not a sponsored account)