

## H-1B Sponsorship (Initial Request)

### Supporting Documents Cover Sheet

1. Cover Sheet (this document)

2. Curriculum Vitae (CV): We need this to select appropriate specialized field

3. Documentation of the diploma awarded in the specialized field

4. [Combined Prevailing Wage and Actual Wage Form](#)

5. Copy of the job description (if posted in Academic Search and Recruiting (ARS) /Interfolio)

6. Copy of all previous J-related documentation for this scholar (if scholar held J-1 or J-2 status). This may include:

- All previous DS-2019 forms
- All previous J visas
- Waiver of 2-Year home residency requirement

7. **NEW:** Offer Letter

8. **NEW:** [Data Sheet](#) completed by H-1B employee - International travel plans MUST be indicated

9. **NEW (Optional):** ISSO can review your H-1B Sponsor Letter in this step, if included here. Refer to our [Sample Teaching Letter](#) or [Sample Research Letter](#) as a guide.

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**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.