

H-1B CHECKLIST for Sponsoring Departments

All of the following forms and documents must be submitted to the Office of International Programs and Services (OIPS).

Submit the required forms via email to: ndeola@gmu.edu.

Submit the check requests according the instructions here: <https://oips.gmu.edu/h-1b-visa-info/>

_____ H-1B Initiation Form (page 9)

_____ GMU Contract with Employee to Include Position Number

_____ H-1B Department Certification Form

_____ Wage Determination Work Sheet

_____ H-1B Deemed Export Form

_____ Letter from the Department to USCIS in Support of H-1B application. A template is provided on the website. Letters must be on department letterhead and signed by appropriate department authorities.

_____ Please email your department's FedEx account number that will be used to ship the H-1B petition to USCIS. If your department does not have a FedEx account, you may provide a departmental org# that may be used to ship via UPS from the GMU mailroom instead. OIPS will not pay to ship H-1B petitions to USCIS. Petitions **MUST** be sent via express courier service.

_____ Required fees: All checks payable to "US Department of Homeland Security"

Petition Fee - \$460 (Department pays)

Fraud Prevention Fee- \$500 (Required for first GMU H-1B petition, department pays)

Premium Processing Fee- \$2500 (Employer or Employee Pay)

Check requests for H-1B petition fees should be handled as described on our website here:

<https://oips.gmu.edu/h-1b-visa-info/>

Note: The Department of Labor Prevailing Wage Application and Labor Condition Takes Approximately 9-12 months. The H-1B Initiation Form and the Contract should be submitted immediately, so that OIPS can determine if we will need to submit to Department of Labor for a Prevailing Wage Determination. The other documents can be sent to OIPS, shortly after submission of the H-1B Initiation Form.