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.