



**H-1B Visa
Department Chair/Hiring Department Worksheet**

Once a decision is made to sponsor a prospective employee for an H-1B visa, HR and the hiring department must provide the following to the International Center (IC):

- Completed and signed *Notification of Intent to Sponsor Employee for Employment-Based Visa*.
- Completed and signed *H-1B Agreement Form for Department Chair/Hiring Department*.
- Original *Letter of Support Required for H-1B Sponsorship* written by Department Chair/hiring department on behalf of employee. Template found online.
- Copy of University's official *Vacancy Announcement* including job description, posting or advertisement with minimum job and educational qualifications.
- Copy of official job offer letter signed by the Executive VP for Academic Affairs.
- Two or three separate Winthrop University checks per instructions below:

Form/Fee:	Amount:	When to Include:
Form I-129, Petition for a Nonimmigrant Worker (required for all H-1B petitions)	\$460	Included with all H-1B petitions.
Anti-Fraud and Detection Fee (required for all initial H-1B petitions filed by Winthrop)	\$500	Included with petitions where individual (1) does not currently work at Winthrop University or (2) works for Winthrop University but is not already in H-1B status.
<i>Optional: Form I-907, Request for Premium Processing (optional, guarantees adjudication or request for additional evidence in 15 days).</i>	\$1,410	<i>Optional, allows for a 15-day expedited response time from USCIS; a response may constitute an approval OR a request for additional information.</i>

The hiring department must request separate checks for both the Form I-129 and the Anti-Fraud Fee above. If the employer is going to pay the Form I-907 fee, a separate check will also need to be requested for that payment as well (Please note: the employee can pay this fee). Each of these checks should be addressed to:

U.S. Citizenship & Immigrant Services
 California Service Center
 ATTN: CAP EXEMPT H-1B Processing Unit
 24000 Avila Road, Room 2312
 Laguna Niguel, CA 92677

All three checks must be requested from Accounts Payable. **The checks must be held for pick up or delivered to Lindsey Hill in Dinkins 218. The checks cannot be mailed separately to USCIS. They must accompany the petition when it is mailed to USCIS.**

*All fees are subject to change without notice based on USCIS, USDOL, and Winthrop University estimated costs.
 Please submit all requested information to the International Center, c/o Lindsey Hill, 218 Dinkins Hall.*