

Employer H1B Information and Document Checklist

- ☐ Department name
- ☐ Address(es) of employment with telephone number (note: if employee may be assigned duties at a location other than CSU main campus, list all locations and addresses)
- ☐ Department Chair and Direct Supervisor name
- ☐ Job Title with detailed description of job duties (preferably copy of job posting or advertisement)
- ☐ Copy of offer letter or most recent renewal
- ☐ Employer support letters (note: draft to be supplied by Office of General Counsel)
- ☐ Fees: \$325 base filing fee and \$500 Fraud Prevention and Detection fee (separate checks). If Premium Processing service is requested, a third check (\$1,225) is required.

Checks payable to: US Department of Homeland Security

Address (for Small Order Form only – checks must be picked up from the Bursar and delivered to Office of General Counsel)

USCIS California Service Center

ATTN: Cap Exempt H-1B Processing Unit

PO Box 30040

Laguna Niguel, CA 92607-3004

Employee H1B Document Checklist

- ☐ CV/Resume
- ☐ Copy of all diplomas and transcripts
- ☐ Color copy of relevant passport pages, such as biographic information page and pages with any visas and stamps (please include copies of front and back covers)
- ☐ Birth certificate (with English translation if applicable)
- ☐ Color copy of most recent I-94, front and back, if any
- ☐ Copies of all previous immigration notices, including receipt notices, approval notices, I-20s, if any.
- ☐ Color copy of Employment Authorization Document (EAD), front and back, if any
- ☐ Color copy of social security card, front and back, if any.
- ☐ Color copy of driver's license, front and back, if any.
- ☐ Copy of three most recent pay stubs, if any.