

H-1B EXTENSION REQUEST PACKET

Checklist and Cover Letter

Please include all of the items noted below in your H-1B Request Packet. Upon receipt, our office will contact you for supporting documents and necessary information. **Failure to provide** UB Immigration Services, 1Capen, North Campus with all of the requested items **at least 6 months before the proposed H-1B start date** could jeopardize the success of your petition or delay its processing. You may submit your request packet via email or UBBox. If you choose to use UBBox, please be sure to email our office, as we will not begin our review until we receive confirmation the packet is ready.

All representations provided to our office are made under the threat of perjury. When submitting a request, you hold a duty of full disclosure. If you are unsure if any facts have an impact on the case, please contact our office for assistance.

Copy of e-mail sent to Mr. Richard Karalus (exportcontrols@research.buffalo.edu) evidencing submission of completed Deemed Export Controls Attestation to Office of Vice President for Research and Economic Development
A copy of the biographic page in the beneficiary's passport

U.S. Citizenship & Immigration Services ("USCIS") Filing Fees:* Check (or money order) drawn on a bank located in the U.S. **payable to "Department of Homeland Security"** in the amount of:

\$460 USCIS filing fee

NOTE: the \$460 I-129 Filing fee must be paid by the employer and must be drawn on an employer's account.

Additional \$2,500 if "Premium Processing" by USCIS is desired (separate check). With Premium Processing, the USCIS will process the H-1B petition within 15 business days of its receipt. Premium Processing does not expedite U.S. Department of Labor or UB Immigration Services processing. You can check the current processing times of an I-129 application going to the California Service Center at this link: <https://egov.uscis.gov/processing-times/>.

Copy(ies) of Disbursement Request form(s), if USCIS filing fee check(s) are not included with H-1B request

Actual Wage Form (completed and signed)

Certification and Fee Agreement (completed and signed)

CHECK: Are all documents **legible**?

Yes

If Filing for DEPENDENT/S ALREADY IN THE U.S.

A copy of the biographic page in the dependent's passport

USCIS Filing Fees: Check (or money order) drawn on a bank located in the U.S. **payable to "Department of Homeland Security"** in the amount of:

\$370 USCIS Filing Fee (one check for all dependents)

\$85 Biometric Fee (one check for each dependent)

H-1B EXTENSION QUESTIONNAIRE

(To be completed by the employing department or project director)

ABOUT THE POSITION AT UB:

Appointment:

State University of New York at Buffalo
Research Foundation of State University
of New York UB Foundation Activities, Inc.
UB Foundation Services, Inc.

Employing Department:

Payroll Title:

Supervising Faculty Member's Name and Title:

Department Phone #:

Faculty Member's E-mail Address:

Who should we contact with any additional questions on your case?	
Name	
Email	
Phone Number	

All addresses where work is to be performed:

(This information will be provided to the Department of Labor and USCIS. It must be complete and accurate. Attach additional sheets if needed)

Will the individual supervise other employees? No Yes

How many? Titles:

Has a Permanent Residency/Green Card petition ever been filed on behalf of the beneficiary or any dependents included in this request? No Yes *(If so, please explain)*

Is the beneficiary currently in the U.S.? No Yes *(If so, answer the below)*

Current Status:

Expiration date of current status: / /

REQUIRED FIELD- Choice of U.S. Consulate or Embassy abroad:

City: **Country:** *(Cannot be in the U.S.)*
Border Post *(Canadians Only):*

NEXT STEPS

Upon receipt and initial processing of this request, we will contact the beneficiary and the listed department contact via email with a link to securely upload additional documentation. To avoid upload errors, please **do not** send these documents with the H-1B request packet. That you may be prepared to provide the electronic documents, please find a list of the requested items below. We will not be able to proceed with your case until we receive **all** of the required items.

- o Copy of the original job posting. **NOTE:** *To qualify for H-1B status, the position must require at least a Bachelor's degree. Please verify with the appropriate Human Resource Services office that the position for which you are hiring requires at least a Bachelor's degree.*
- o Copy of the individual's degree/s, diploma/s, certificate/s or a letter from the school indicating that s/he has the required education. If the degree for the level of education required in the job posting is from an educational institution not located within Canada, Mexico, or the United States, it must be accompanied by a Credentials Evaluation. If it is from a U.S. institution other than UB, it must be accompanied by the university transcript.
- o Draft of the Support Letter requesting that an H-1B petition be approved by USCIS. Our office will review it for legal sufficiency before requesting an original version be sent via campus mail.
- o Copy of the individual's CV or resume
- o A copy of the U.S. visa used to enter the United States (stamped page in passport), if applicable
- o Copies of all approval notices and status documents such as, but not limited to, I-797's, I-20's and DS-2019's
- o If a new appointment, copy of the offer letter or appointment letter issued to the individual. Please also provide any reappointment letters, if the H-1B status extends past the dates outlined in the original offer letter.
- o If work experience is required for the position, include documentation (e.g., letters from former employers) that the individual has the required experience
- o Previous passports used to enter the U.S., if applicable
- o If already in H-1B status and working for another U.S. employer, a copy of all paystubs received while on H-1B status or complete pay record
- o If currently in J-1 status and subject to the two-year home residency requirement, evidence that the requirement was fulfilled or waived
- o If currently in J-1 status *and being paid by U.B. or related U.B. entity*, a copy of your two most recent paystubs
- o If currently on OPT status, copies of all EAD cards, letters from all employers while on OPT status, a letter signed by the beneficiary confirming the number of days s/he was unemployed while on OPT status, and pay records from all employers
- o Copy of the individual's Social Security Card (if applicable)

We will also contact the beneficiary directly with the document checklist and our electronic questionnaire. Please provide the beneficiary's email address on the line below and notify them that we will not be able to proceed with their case until we receive all of the information requested.

Beneficiary's preferred email address:

Travel Acknowledgement Statement

(If prospective employee is already in the U.S. in H-1B or another status):

I (beneficiary) understand that I am responsible for informing UB Immigration Services (UBIS) of any travel plans while my H-1B petition is being processed by UBIS. I further acknowledge that if I am not physically present in the U.S. when USCIS receives the petition, I am no longer eligible to an extension of stay or change of status. The following are my tentative travel plans, and if they change, I will inform UBIS immediately. (Attach extra page(s) if additional space is needed.)

Travel Plans:

- | | | |
|---------------------|-----------------|--|
| 1. | To | |
| (mm/dd/yyyy) | (mm/dd/yyyy) | |
| Departure from U.S. | Arrival to U.S. | |
| 2. | To | |
| (mm/dd/yyyy) | (mm/dd/yyyy) | |
| Departure from U.S. | Arrival to U.S. | |
| 3. | To | |
| (mm/dd/yyyy) | (mm/dd/yyyy) | |
| Departure from U.S. | Arrival to U.S. | |

Beneficiary signature

Date



University at Buffalo
The State University of New York
Office of International Education
Immigration Services

REQUEST FOR ACTUAL WAGE DATA FOR LABOR CONDITION APPLICATION

To: **UB Immigration Services**
Labor Condition Application File for

From:

Subject:

Date:

In the Department/School/Center of _____ the minimum salary is _____
and the maximum is _____. There are _____ other
employees in the Department/School/Center of _____ with the job title and
duties of _____. Within this range, an individual salary is determined
by taking into consideration various factors, specifically (check all that apply):

Years of experience in this field
Level of formal education
Level of independence involved in research Importance of research and
monetary value of grant
Knowledge of specialized techniques
Number of employees supervised
Other (please enumerate)

Signature of Supervisor

Supervisor Name & Title



University at Buffalo
The State University of New York
Office of International Education
Immigration Services

H-1B EXTENSION PETITION CERTIFICATION AND FEE AGREEMENT

(Please Complete and Submit to UB Immigration Services, 1Capen)

► DEPARTMENTAL CERTIFICATION:

I HEREBY CERTIFY THAT I SUPPORT THE FILING OF AN H-1B PETITION ON BEHALF OF THE INTERNATIONAL EMPLOYEE BEING SPONSORED BY THE UNIVERSITY AT BUFFALO OR RESEARCH FOUNDATION AND THAT THE DEPARTMENT WILL PAY THE **SERVICE FEE OF \$1,450** FOR THE INTERNATIONAL EMPLOYEE. I ALSO UNDERSTAND THAT IF USCIS SHOULD ISSUE A REQUEST FOR FURTHER EVIDENCE (RFE) AN ADDITIONAL FEE OF \$100 PER HOUR FOR THIS WORK WILL BE APPLIED AND THE DEPARTMENT WILL PAY FOR IT UPON RECEIPT OF THE FEE BILLING.

International Employee
Being Sponsored for
H-1B Status:

Department:

Departmental Address:

Phone Number:

Chairperson:

Signature: _____

Date

► DEPENDENT SERVICE FEE:

The service fee of **\$200** for dependent(s) will be paid by:

Name:

Address:

Signature: _____

Date