

STATUS/VISA TYPE H-1B	REGULAR PROCESSING	PREMIUM PROCESSING	Documents Needed	COMMENTS
<b>Outside the United States</b>	6 months \$325 H-1B application fee \$500 Antifraud fee Department is responsible for paying.	2 months (this allows time to request a prevailing wage if one is not on file) \$1225 processing fee – May be paid by the department or the individual.	<ul style="list-style-type: none"> <li>• H-1B Request form</li> <li>• Check for \$325 for H1-B petition.</li> <li>• Check for \$500 anti-fraud fee</li> <li>• Photocopy of foreign national's passport.</li> <li>• UT Dallas Job Offer Letter.</li> <li>• Photocopies of highest diplomas earned (translation(s) if not in English and evaluation of foreign diploma).</li> <li>• Curriculum Vitae, including list of publications.</li> </ul>	Estimated time will depend on the delays experienced by the foreign national in obtaining an H-1B Visa and the U.S. Consulate's location, security background checks, field of specialization and nationality of foreign national. Foreign national may be allowed in the United States up to 10 days before the petition validity period. The department is responsible for paying the \$325 fee & the \$500 Anti-Fraud fee.
<b>Change of Status in the US from a J1 to H-1B</b>	7 months before the employee starts working at UTD \$325 H-1B application fee \$500 Antifraud fee Department is responsible for paying.	2 months before the employee starts working \$1225 processing fee – May be paid by the department or the individual.	<ul style="list-style-type: none"> <li>• H-1B Request form</li> <li>• Check for \$500 anti-fraud fee</li> <li>• Check for \$325 for H1-B petition.</li> <li>• Photocopy of foreign national's passport.</li> <li>• Photocopy of foreign national's current I-94 (both sides).</li> <li>• Photocopies of foreign national's dependent's passports and I-94's (both sides).</li> <li>• Photocopies of marriage license with translations.</li> <li>• Photocopies of all DS-2019 forms and evidence of not being subject to the 2 year home residency requirement.</li> <li>• Waiver, if subject to the 2 year home residency requirement.</li> <li>• UT Dallas Job Offer Letter.</li> <li>• Photocopies of highest diploma earned (translation(s) if not in English and evaluation of foreign diploma).</li> <li>• Curriculum Vitae, including list of publications.</li> </ul>	Foreign national cannot travel abroad or H-1B petition will be deemed abandoned.  The department is responsible for paying the \$325 fee & the \$500 Anti-Fraud fee.

<p><b>Change of Status in the US from an F-1 to H-1B</b></p>	<p>6 months before H-1B employment at UTD begins</p> <p>\$325 H-1B application fee \$500 Antifraud fee Department is responsible for paying.</p>	<p>2 months before H-1B employment at UTD begins</p> <p>\$1225 processing fee – May be paid by the department or the individual.</p>	<ul style="list-style-type: none"> <li>• Check for \$325 for H1-B petition.</li> <li>• Photocopy of foreign national’s passport.</li> <li>• Photocopy of foreign national’s current I-94 (both sides).</li> <li>• Photocopies of foreign national’s dependents passports and I-94’s (both sides.)</li> <li>• Photocopies of marriage license and translations.</li> <li>• Photocopy of I-20 form.</li> <li>• Photocopy EAC card if on optional practical training.</li> <li>• UT Dallas Job Offer Letter.</li> <li>• Photocopies of highest diplomas earned (translation(s) if not in English and evaluation of foreign diploma).</li> <li>• Curriculum Vitae, including list of publications.</li> </ul>	<p>Foreign national cannot travel abroad or H-1B petition will be deemed abandoned. The department is responsible for paying the \$325 fee &amp; the \$500 Anti-Fraud fee.</p>
<p>Extensions of Stay on an H-1B</p>	<p>3 months before the current H-1B expires</p> <p>\$325 H-1B application fee</p>	<p>\$1225 processing fee – May be paid by the department or the individual.</p>	<ul style="list-style-type: none"> <li>• Check for \$325 for H1-B petition.</li> <li>• Current Curriculum Vitae, including list of publications.</li> <li>• Photocopy of foreign national’s current I-94 (both sides).</li> <li>• Any updated passports or visa copies</li> <li>• E-mail from hiring department to HRM requesting extension of stay.</li> <li>• If not in HRM file:</li> <li>• Photocopies of previous H1-B approval notices (Form I-797).</li> <li>• Photocopies of foreign national’s dependents passports and I-94’s (both sides.)</li> <li>• Photocopies of highest diplomas earned (translation(s) if not in English and evaluation of foreign diploma).</li> </ul>	<p>If employee travels overseas while extension is pending and requires obtaining a new visa, employee will have to wait overseas until H-1B is approved and then request a visa at the U.S. Consulate.</p> <p>According to regulations, if the foreign national applies for an extension prior to the date his current visa expires, he/she may continue to work once he/she receives the Receipt Notice from USCIS on this extension petition.</p> <p>The department is responsible for paying the \$325 fee.</p>

<p><b>H-1B holder seeking employment at UTD</b></p>	<p>3 months before H-1B employment at UTD begins</p> <p>\$325 H-1B application fee \$500 Antifraud fee Department is responsible for paying.</p>	<p>2 months before H-1B employment at UTD begins</p> <p>\$1225 processing fee – May be paid by the department or the individual.</p>	<ul style="list-style-type: none"> <li>• Check for \$325 for H1-B petition.</li> <li>• Check for \$500 anti-fraud fee</li> <li>• Photocopies of previous H1-B approval notices (Form I-797).</li> <li>• Photocopy of foreign national’s current I-94 (both sides).</li> <li>• Photocopies of foreign national’s dependents passports and I-94’s (both sides).</li> <li>• Copy of current position’s job description, copies of W-2 forms and check stubs.</li> <li>• UT Dallas Job Offer Letter.</li> <li>• Photocopies of highest diplomas earned (translation(s) if not in English and evaluation of foreign diploma).</li> <li>• Curriculum Vitae, including list of publications.</li> </ul>	<p>For new employment, employee must remain employed by third party until UTD files the H-1B petition. For overseas travel purposes, call 972-883-2129 or email <a href="mailto:kelly.zimmerman@utdallas.edu">kelly.zimmerman@utdallas.edu</a></p> <p>According to regulations, if the foreign national applies for an extension prior to the date his current visa expires, he/she may continue to work once he/she receives the Receipt Notice from USCIS on this extension petition.</p> <p>The department is responsible for paying the \$325 fee &amp; the \$500 Anti-Fraud fee.</p>
<p>H4 to H-1B Visa</p>	<p>7 - 8 months before H-1B employment at UTD begins</p> <p>\$325 H-1B application fee \$500 Antifraud fee Department is responsible for paying.</p>	<p>3 months before H-1B employment at UTD begins</p> <p>\$1225 processing fee – May be paid by the department or the individual.</p>	<ul style="list-style-type: none"> <li>• Check for \$325 for H1-B petition.</li> <li>• Check for \$500 Anti-Fraud fee.</li> <li>• Photocopy of foreign national’s passport.</li> <li>• Photocopy of foreign national’s current I-94 (both sides).</li> <li>• Photocopies of foreign national’s dependents passports and I-94’s (both sides).</li> <li>• Photocopies of marriage license and translations.</li> <li>• Photocopies of all previous immigration documents.</li> <li>• UT Dallas Job Offer Letter.</li> <li>• Photocopies of highest diplomas earned (translation(s) if not in English and evaluation of foreign diploma).</li> <li>• Curriculum Vitae, including list of publications.</li> </ul>	<p>The department is responsible for paying the \$325 fee &amp; the \$500 Anti-Fraud fee.</p>

