

**Supporting Documents Required from the Department**

1. Check payable to the Department of Homeland Security, \$460 (application fee).
2. Check payable to the Department of Homeland Security, \$500 (anti-fraud fee). This fee is not required for H-1B extension applications for current employees.

Note: The application and anti-fraud fees must be paid by the hiring department. Separate checks are required. Each check is to be made payable to the “Department of Homeland Security” or “DHS.”

3. Letter to immigration confirming employment details on departmental letterhead, identifying:
  - a. Job title
  - b. Annual salary
  - c. Period of employment
  - d. Period of requested H-1B status (three years may be requested at a time)
  - e. Statement identifying the duties and responsibilities the H-1B employee will perform, and the education, training, and experience, which permit the employee to perform these duties
  - f. Closing statement at the end of the letter that reads, “I certify that the (Name of Department) will be liable for the reasonable costs of return transportation of the alien abroad if the alien is dismissed from employment by the (Name of Department) before the end of the period of H-1B authorized admission.”

Note: The department/division will be liable for the reasonable costs of return transportation of the alien to the last place of foreign residence if the alien is dismissed from employment by the employer before the end of the period of authorized admission. The department/division must notify OIS upon termination of employment.

We suggest that the e-form be submitted to OIS 6 months in advance of the employee’s start date to allow for OIS, Department of Labor, and Department of Homeland Security (US Citizenship and Immigration Services) processing. If less time is available, the department may opt to pay a premium processing fee to the Department of Homeland Security for expedited (premium) processing. An e-form requesting premium processing should be submitted to OIS at least 3 months in advance of the employee’s start date.

4. For Premium Processing: Check payable to the Department of Homeland Security, \$1410

Note: Applicants already in H-1B status for another employer will be able to transfer their current H-1B status to begin their employment at IU while the IU H-1B application is pending. To allow time for OIS/DOL processing and mailing, we suggest that the H-1B e-form be submitted to OIS 3 months in advance of the employee’s start date. The employee should maintain employment with the previous employer until the IU H-1B application is received by USCIS and OIS has received a receipt notice.

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Send Supporting Documents to:

Indiana University Office of International Services  
Poplars 221, 400 E Seventh St  
Bloomington, IN 47405 USA

Phone: 812.855.9086 Fax: 812.855.4418

E-mail: [ois@indiana.edu](mailto:ois@indiana.edu)