General Information

Scholars employed at Stevens who are currently in H-1B status and are seeking to remain in the same job for an additional period of time are eligible to apply for an H-1B extension with department support. An H-1B petition may be approved for an initial maximum period of three years, and extensions of up to an additional three years may be obtained for a total of six years, regardless of employer. An H-1B extension application must be submitted to United States Citizenship and Immigration Services (USCIS) before the expiration of the current H-1B status. Dependents’ H-4 status must be extended as well. Failure to maintain valid nonimmigrant status may result in a denial of the H-1B extension.

Scholars are responsible for contacting their department administrator or supervisor to begin the extension application process at least six months prior to the end date of their current H-1B status. The petition for H-1 extension is essentially the same as the original H-1B petition. It is ultimately the responsibility of the employee and the department to be aware of the expiration date of H-1 B visa holder and to file for an extension in a timely manner through the ISSS office.

Upon submission of a timely filed application for an H-1B extension, a scholar is authorized to continue to work while the application is in process for a period of 240 days after the expiration of the current H-1B status.

Application Process

The department submits the following to the ISSS office:

1. Prevailing Wage Form
2. Actual Wage Form
3. Deemed Export Control Clearance Form
4. Letter of Support - Submit updated letter of support plus 2 copies from the sponsor. This letter must be detailed and include a reaffirmation that the beneficiary is being hired in a “specialty occupation” as shown by the job duties and educational requirements. You must also establish that the position requires the theoretical and practical application of a body of highly specialized knowledge to fully perform the occupation and that the occupation requires completion of a specific course of education culminating in a baccalaureate or higher degree in the specific occupational specialty. Please be sure to include the degree and area of specialization required for the position. Please refer to the Sample Letter for H-1B Petition on the ISSS website as a guide.
5. H-1B Application Data Form, completed by the scholar/applicant
6. Scholar’s supporting documentation
7. Attach all check(s) payable to U.S. Department of Homeland Security. The processing fees are:
   • $325 - I-129 petition
   • $290 - I-539 change of status/extension of stay application for dependents
   • $1,225 - Premium Processing fee (optional) may be considered under extenuating circumstances. Premium processing time is 15 days. This fee must be a separate check.

Make checks payable to: U.S. Department of Homeland Security (do not abbreviate name) to the following address:

If premium processing:  
2400 Avila Road  
Laguna Nigel, CA 92677

If regular processing:  
75 Lower Welden Street  
St. Albans, VT 05479-0001

It is recommended that departments send check requests to Accounts Payable with sufficient time to allow for prompt filing. Please be sure to forward checks to the ISSS office. **Do not mail checks directly to U.S. Department of Homeland Security.**

**Scholar/H-1B Beneficiary Supporting Documents**

Contact your department administrator or supervisor 6 months prior to the expiration of your current H-1B status. Provide the department administrator or supervisor with the following documents for submission to the ISSS office:

1. [H-1B Application Data Form](#)
2. C.V. and highest degree earned if either have changed since the last H-1B application
3. The front and back of the I-94 cards for the H-1B and H-4 family members
4. Copy of passport for the H-1B and H-4 family members
5. Copy of all Forms I-797 (H-1B approval form) for H-1B and family members (H-4) issued by the USCIS
6. Verification of employment -4 months of current pays stubs
7. Form I-539 for accompanying dependents. Form to be completed and signed by dependent family members. The form may be found on the USCIS website at [http://www.uscis.gov/portal/site/uscis](http://www.uscis.gov/portal/site/uscis). Application fee for the dependent(s) must be paid by the applicant directly to the department.
8. I-539 filing fee - $290 check made out to Department of Homeland Security
9. Marriage certificate, if not previously submitted
10. Copies of birth certificate for dependents, if not previously submitted
Processing Time in Sequential Order

- Prevailing Wage Request (Department of Labor) - approximately 60 days
- Labor Condition Application (Department of Labor) - between 10 to 30 days
- H-1 Posting – 10 days
- H-1B / I-129B filing – 3 months

Notification

The H-1B sponsor at Stevens must notify the ISSS office when an H-1B holder terminates employment, including resignation or dismissal, prior to the period end date of an approved H-1B. Failure to notify the ISSS office may result in serious consequences to the University. The ISSS office will notify the U.S. Citizenship and Immigration Services of the termination, and request a withdrawal of the H-1B, as required by law.

Travel

Please notify the ISSS office if you have plans to travel outside the U.S. during the H-1B extension period, as travel outside the U.S. may impact the outcome of the H-1B extension. Upon receipt of the approved H-1B extension, you may travel outside the U.S. While outside the U.S., you will need to obtain a new H-1B visa stamp at a U.S. embassy or consulate abroad, as it is not possible to obtain an H-1B visa stamp in your passport while you are inside the U.S.

Submit complete application to:

Doris Clausen, Director
International Students and Scholars Services
Wesley J. Howe Center, 5th Floor
E-mail: dclausen@stevens.edu
Phone: 201 216.5189