

UCLA GUIDELINES FOR EXTENSION OF THE H-1B STATUS

International Students & Scholars
106 Bradley International Hall
Campus 137907
(310) 825-1681
Fax (310) 206-1612

The Office of International Students and Scholars (OISS) assists University departments and units by counseling, preparing, and submitting forms and necessary documents to the Immigration and Naturalization Service (INS) for those persons who will continue in temporary positions with UCLA.

INS is the government agency, which determines whether the alien is eligible for continued H-1 classification. Under current regulations, UCLA is required to have an approved labor condition application (LCA) from the Department of Labor before we can apply to INS to extend the alien's stay. To file the LCA, UCLA is required to attest that the alien will be paid the prevailing wage; that UCLA will provide working conditions that will not adversely affect the working conditions of U.S. workers; that there is no strike or lockout at the time that the LCA is filed; that UCLA has either notified the appropriate bargaining representative of filing an LCA or posted a notice of filing at two locations.

The hiring department is required by law to pay the reasonable cost of the alien's return transportation abroad if the alien is dismissed before the end of the period of authorized employment.

We suggest the department submit the documents listed below to OISS at least two months before the current H-1 status expires. This should allow adequate time for UCLA, Department of Labor, and INS processing of the extension application. If you have any questions please call Ping Lee at 825-1681.

The department should provide OISS with all the documents listed below.

1. **LETTER FROM THE CHAIR/DIRECTOR**

The department chair or unit director should write a letter addressed to:

Immigration and Naturalization Service
California Service Center
P.O. Box 10129
Laguna Niguel, CA 92607-0129

This letter should include: the title of position alien holds, current duties, hours of work per week, and salary. A statement as to the department's need to continue the employment of the alien and the new dates of employment requested are also needed. [An extension of up to three years can be requested. The maximum duration an alien can be in H-1 status (with UCLA or other organizations) is for six years].

2. **INFORMATION REGARDING THE ALIEN AND HIS/HER EMPLOYMENT**

The attached sheet should be completed and signed by the chair or the director.

3. **REQUIRED FILING FEE & FORMS**

- a) if alien does not have any dependent:
 - copy of Form I-94; copy of previous H-1B approval notice(s)
 - copy of highest academic degree and an updated curriculum vitae
 - \$96.00 (money order or check payable to Immigration and Naturalization Service)

- b) if alien has dependent(s):
 - copies of Forms I-94 of alien and all dependents
 - copy of previous H-1B approval notice(s) and copy of dependent's H-4 approval notice(s)
 - dependent(s) to fill out Form I-539 with Supplement 1 (Application to Extend/Change Nonimmigrant Status)
 - copy of highest academic degree and an updated curriculum vitae
 - \$96 for alien + \$102 for the dependent(s) (money order or check payable to Immigration and Naturalization Service)