

***CHECKLIST OF REQUIRED SUPPORTING DOCUMENTS  
FOR H1-B WORK VISA APPLICATION  
University of Puerto Rico-Mayagüez Campus  
Immigration Affairs Office***

1. Diploma with degree granted (translated into English and Degree Certification awarded with APOSTILLE; certification of degree equivalency with USA degrees for diplomas from universities outside the United States of America).
2. Thesis “Abstract” (optional)
3. Three letters of recommendation (can be two)
4. Curriculum vita
5. List of publications (may be in the CV) and copy of 2 complete articles
6. “To whom it may concern” signed by the Department Chair, Dean, and Chancellor (template provided)
7. “Statement” signed by the Director and the Dean (template provided)
8. International Scholar Address in their home country (residential and postal)
9. Copy of valid Passport and I-94 document (If previous visas are in an expired passport, must also provide a copy. All copies of passports must include the entire passport, including blank pages).
13. Copy of any F1 visas and I-20 forms; “Practical Training” and EAD work permit; J1 visas and DS-2019 forms; previous H1b visas and I-797A forms. (If any, submit all that apply.)
10. UPRM Checks for fees\*: I-129 Fee **\$780.00**; Anti-Fraud Fee **\$500** (Initial request only). PREMIUM PROCESSING Fee **\$2,805.00** (Optional)

Checks payable to:  
Department of Homeland Security  
US CITIZENSHIP & IMMIGRATION SERVICES  
California Service Center  
24000 Avila Road, 2nd Floor, Room 2312  
Laguna, Niguel, CA 90677

\*The *costs of H1B petitions* are ***paid by the sponsor or petitioner***, in this case: ***UPR-Mayaguez***

***PLEASE SUBMIT ALL DOCUMENTS IN DUPLICATE***