

H-1B APPLICATION DOCUMENTS CHECKLIST

<u>Attached</u>	<u>Not Required</u>	
<input type="checkbox"/>	<input type="checkbox"/>	H1B Worksheet completed by beneficiary with all required documentation.
<input type="checkbox"/>	<input type="checkbox"/>	LSUHSC-9 PRIOR APPROVAL FOR HIRE (OR EXTENSION) OF H-1B NONIMMIGRANT WORKERS: Complete and submit with application to International Services Office with appropriate departmental signatures. The <i>International Services Office will obtain signature of the Dean.</i> <i>A position description, training plan and/or job advertisement which details, minimum requirements and job duties should be attached.</i>
<input type="checkbox"/>	<input type="checkbox"/>	LSUHSC-11 INFORMATION FOR PREVAILING WAGE DETERMINATION: Complete and submit with application. This form will be used to make a “prevailing wage” determination using the OFLC Online Wage Data.
<input type="checkbox"/>	<input type="checkbox"/>	LSUHSC-12 LSUHSC ACTUAL WAGE REQUEST: Complete for submission with application.
<input type="checkbox"/>	<input type="checkbox"/>	LSUHSC-13 LSUHSC ACTUAL WAGE DETERMINATION: Complete for submission with application.
<input type="checkbox"/>	<input type="checkbox"/>	LSUHSC-15 NOTICE TO EMPLOYEES: The sponsoring department is required to post two LSUHSC 15s at every work location for 10 working days. After removal of postings, the <i>originals</i> must be submitted to the International Services Office for the Inspection Files. The H1B petition will not be submitted until <u>properly completed</u> LSU HSC-15s are obtained for each work location.
<input type="checkbox"/>	<input type="checkbox"/>	LSUHSC-16 WORKING CONDITIONS REPORT: Complete and submit with application for the Public Inspection File.
<input type="checkbox"/>		LSUHSC-19 DEEMED EXPORT ATTESTATION: Must be completed and have all required signatures through department head. ISO will obtain signature from the Research Office.
<input type="checkbox"/>		LSUHSC-20 RESPONSIBILITY AGREEMENT: Must be completed and have all required signatures through department head.

HRM credential approval (CM-34) required for all NEW LSUHSC employees.