



H-1B CHECKLIST

There are many steps in creating a successful H-1B visa petition. One of the most important is collecting all the supporting documents needed. Here is a helpful checklist to get your petition started on the right track.

EMPLOYEE DOCUMENTS

Resume

Passport

In most cases, a copy of the passport's biographical page should suffice. However, if the employee has traveled to the United States previously, all pages with entry/exit stamps may be required.

Diploma (an English translation of the diploma, if applicable)

Transcripts (an English translation of all transcripts, if applicable)

Education evaluation

An education evaluation is recommended for all degrees acquired from outside the United States to ensure it meets U.S. four-year degree standards. Be proactive and request the education evaluation as soon as possible. India, Australia and Canada, in particular, are known for having three-year degree programs.

Experience evaluation

If the employee's education alone does not meet the standards for a four-year U.S. degree, an experience evaluation may be completed.

FOR EMPLOYEES WHO ARE CURRENTLY IN THE UNITED STATES OR WERE IN THE PAST:

All previous Form I-797 Notice of Action notices

All previous U.S. visa stamps and information defining the status the individual held during each period of stay

All prior I-20 or DS-2019 forms (only applies to employees who have previously held F-1 or J-1 visa status)

Most recent I-94 Arrival/Departure Record (required for any foreign national employee currently inside the United States)

If the employee holds a dependent status such as H-4 or L-2, these documents may be required of the employee's spouse.

All I-797 approval notices

Current pay stubs

Passport

Visa stamp

FOR EMPLOYEES WITH PREVIOUS/CURRENT WORK AUTHORIZATION:

Payroll stubs for last two pay periods

Previous Employment Authorization Documents