INTERNATIONAL FACULTY & SCHOLARS

Global Center, Room 142 615 North Park Avenue P.O. Box 210087 Tucson, AZ 85721

Ofc: 520-626-6289 Fax: 520-621-2757

www.international.arizona.edu/ifs

H-1B APPLICANT/BENEFICIARY CHECKLIST

• New H-1B Applicants Outside the U.S.	• New H-1B Applicants inside the U.S.
 □ H-1B New/Transfer Request initiated by Department □ eForms completed by Department & Beneficiary □ 2-3 Letters of Recommendation 	 □ H-1B New/Transfer Request initiated by Department □ eForms completed by Department & Beneficiary □ 2-3 Letters of Recommendation
One copy of:	One copy of:
Diplomas* and English translations Transcripts and English translations All applicable licenses Any licenses required for position Passport ID page Visa stamp page Curriculum Vitae Any former immigration documents related to previous stays in the U.S. Fif your degree was awarded by an educational institution outside of the United States, you MUST institution outside of the United States, you MUST institution outside of the U.S. Embassy/Consulate where you will be applying for the visa and find out what documentation is required at the time of application, as well has how far in advance you must make an appointment, if at all. FS will send (FedEx) your H-1B I-797 Approval Notice to the foreign address provided. IFS will email an electronic/scanned copy of the entire H-1B poetition to the email provided. Please note that Canadian citizens are exempt from wisa stamp requirements.)	Diplomas* and English translations □ Transcripts and English translations □ All applicable licenses □ Any licenses required for position □ I-94 record □ Passport ID page □ Visa stamp page □ Curriculum Vitae □ Pay stubs (the past 3 months from current employer, if changing status from OPT/EAD, or transferring H-1B status to UA) *If your degree was awarded by an educational institution outside of the United States, you MUST submit a professional credential evaluation stating the U.S. equivalent of your degree. If currently in J-1/J-2 status: □ All DS-2019 forms □ Home residency waiver Form I-612 (if you were subject to 212(e) home reseidecy requirement.) If currently in F-1/F-2 status: □ All I-20 forms (incl. spouse, if F-2) □ EAD card (if applicable)
- •	Dependents (H-4)?
	Completed by dependent(s) (if IN the U.S.):
	☐ Form I-539 Spouse



	Form I539/A Children		
	I-539 Application Fee: \$370; Payable to	•	H-1B Transfers working elsewhere in the
	"U.S. Department of Homeland Security"		U.S. seeking to start at UA
	I-539 Biometrics Fee: \$85 each; Payable to		
	"U.S. Department of Homeland Security"		H-1B New/Transfer Request initiated by Department
Copy of:			eForms completed by Department &
COF	,, «j.	_	Beneficiary
	Dependent I-94 record		2-3 Letters of Recommendation
	Dependent Passport ID page		
	Dependent Visa stamp page	One	e copy of:
	Marriage certificate and translation	_	
			All previous Forms I-797
	T 40 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		Diplomas* and English translations
•	H-1B Extensions Already at UA		Transcripts and English translations
_	TT 170 1 170 1 170 1 111		Medical license (if applicable)
	H-1B Amend/Extend Request initiated by		Any licenses required for position
$\overline{}$	Department		I-94 record
	eForms completed by Department &		Passport ID page
	Beneficiary		Visa stamp page
One copy of:			Curriculum Vitae
One	е сору бу:		Pay stubs (the past 3 months from current
	All previous Forms I-797		employer)
	All applicable licenses		
	I-94 record		degree was awarded by an educational
	Passport ID page		on outside of the United States, you MUST
	Visa stamp page		a professional credential evaluation stating
	Updated Curriculum Vitae	the U.S.	equivalent of your degree.
	Pay stubs (past 3 months)	Das	andonts (II 4)9
	Diplomas (required for position)	Dej	pendents (H-4)?
		Coı	mpleted by dependent(s) (if IN the U.S.):
Dep	pendents (H-4)?		
~			Form I-539 - Spouse
Cor	npleted by dependent(s) (if IN the U.S.):		Form I539/A - Children
	Form I-539 Spouse		I-539 Application Fee: \$370; Payable to
	Form I539/A Children	_	"U.S. Department of Homeland Security"
	I-539 Application Fee: \$370; Payable to		I-539 Biometrics Fee: \$85 each; Payable to
_	"U.S. Department of Homeland Security"		"U.S. Department of Homeland Security"
П	I-539 Biometrics Fee: \$85 each; Payable to	a	
_	"U.S. Department of Homeland Security"	Cop	py of:
	6.5. Department of Homelana Security	П	Dependent I-94 record
Cor	py of:	$\overline{\Box}$	Dependent Passport ID page
- ~ P	v v		Dependent Visa stamp page
	Dependent I-94 record		Marriage certificate and translation
	Dependent Passport ID page		marriage certificate and translation
	Dependent Visa stamp page		
	Marriage certificate and translation		

