INTERNATIONAL FACULTY & SCHOLARS
Global Center, Room 142
615 N Park Avenue
PO Box 210087
Tucson, AZ 85721

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

www.global.arizona.edu/ifs

H-1B APPLICANT/BENEFICIARY CHECKLIST

- **New H-1B Applicants Outside the U.S.**

☐ H-1B New/Transfer Request initiated by Department
☐ eForms completed by Department & Beneficiary
☐ 2-3 Letters of Recommendation

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.

**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.*

NOTE: Please contact 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.

IFS 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 petition to the email provided.

*(Please note that **Canadian citizens** are **exempt** from visa stamp requirements.)*

- **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

One copy of:

☐ 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 "U.S. Department of Homeland Security"
- ☐ I-539 Biometrics Fee: $85 each; Payable to "U.S. Department of Homeland Security"

Copy of:

- ☐ Dependent I-94 record
- ☐ Dependent Passport ID page
- ☐ Dependent Visa stamp page
- ☐ Marriage certificate and translation

- **H-1B Extensions Already at UA**

- ☐ H-1B Amend/Extend Request initiated by Department
- ☐ eForms completed by Department & Beneficiary

One copy of:

- ☐ All previous Forms I-797
- ☐ All applicable licenses
- ☐ I-94 record
- ☐ Passport ID page
- ☐ Visa stamp page
- ☐ Updated Curriculum Vitae
- ☐ Pay stubs (past 3 months)
- ☐ Diplomas (required for position)

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 "U.S. Department of Homeland Security"
- ☐ I-539 Biometrics Fee: $85 each; Payable to "U.S. Department of Homeland Security"

Copy of:

- ☐ Dependent I-94 record
- ☐ Dependent Passport ID page
- ☐ Dependent Visa stamp page
- ☐ Marriage certificate and translation

- **H-1B Transfers working elsewhere in the U.S. seeking to start at UA**

- ☐ H-1B New/Transfer Request initiated by Department
- ☐ eForms completed by Department & Beneficiary
- ☐ 2-3 Letters of Recommendation

One copy of:

- ☐ All previous Forms I-797
- ☐ Diplomas* and English translations
- ☐ Transcripts and English translations
- ☐ Medical license (if applicable)
- ☐ 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 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.*

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 "U.S. Department of Homeland Security"
- ☐ I-539 Biometrics Fee: $85 each; Payable to "U.S. Department of Homeland Security"

Copy of:

- ☐ Dependent I-94 record
- ☐ Dependent Passport ID page
- ☐ Dependent Visa stamp page
- ☐ Marriage certificate and translation