## H-1B Applicant/Beneficiary Checklist

### New Applicants in the U.S.
- [ ] H-1B New/Transfer Request initiated by Department
- [ ] eForms completed by Department & Beneficiary
- [ ] 2-3 Letters of Recommendation

### New Applicants Outside the U.S.
- [ ] H-1B New/Transfer Request initiated by Department
- [ ] eForms completed by Department & Beneficiary
- [ ] 2-3 Letters of Recommendation

### Extensions Already at UA
- [ ] H-1B Amend/Extend Request initiated by Department
- [ ] eForms completed by Department & Beneficiary

### 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/IAP-66 forms
- [ ] Home residency waiver Form I-612

### 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
  - [ ] I-539 Application Fee: $370; Payable to “U.S. Department of Homeland Security”

### 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:
- 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 as how far in advance you must make an appointment, if at all.

IFS will send your approval notice and one (1) copy of your H-1B petition to the foreign address you provided via Federal Express.

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

### Dependents (H-4)
- Completed by dependent(s) (if in the U.S.):
  - [ ] Form I-539
  - [ ] I-539 Application Fee: $370; 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

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**U.S. Department of Homeland Security**