



H-1B Applicant/Beneficiary Checklist

New Applicants in the U.S.	New Applicants Outside the U.S.	Extensions Already at UA
<p><input type="checkbox"/> H-1B New/Transfer Request initiated by Department</p> <p><input type="checkbox"/> eForms completed by Department & Beneficiary</p> <p><input type="checkbox"/> 2-3 Letters of Recommendation</p> <p>One copy of:</p> <p><input type="checkbox"/> Diplomas* and English translations</p> <p><input type="checkbox"/> Transcripts and English translations</p> <p><input type="checkbox"/> All applicable licenses</p> <p><input type="checkbox"/> Any licenses required for position</p> <p><input type="checkbox"/> I-94 record</p> <p><input type="checkbox"/> Passport ID page</p> <p><input type="checkbox"/> Visa stamp page</p> <p><input type="checkbox"/> Curriculum Vitae</p> <p><input type="checkbox"/> Pay stubs (<i>the past 3 months from current employer, if changing status from OPT/EAD, or transferring H-1B status to UA</i>)</p> <p><i>*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.</i></p> <p>If currently in J-1/J-2 status:</p> <p><input type="checkbox"/> All DS-2019/IAP-66 forms</p> <p><input type="checkbox"/> Home residency waiver Form I-612</p> <p>If currently in F-1/F-2 status:</p> <p><input type="checkbox"/> All I-20 forms (incl. spouse, if F-2)</p> <p><input type="checkbox"/> EAD card (if applicable)</p>	<p><input type="checkbox"/> H-1B New/Transfer Request initiated by Department</p> <p><input type="checkbox"/> eForms completed by Department & Beneficiary</p> <p><input type="checkbox"/> 2-3 Letters of Recommendation</p> <p>One copy of:</p> <p><input type="checkbox"/> Diplomas* and English translations</p> <p><input type="checkbox"/> Transcripts and English translations</p> <p><input type="checkbox"/> All applicable licenses</p> <p><input type="checkbox"/> Any licenses required for position</p> <p><input type="checkbox"/> Passport ID page</p> <p><input type="checkbox"/> Visa stamp page</p> <p><input type="checkbox"/> Curriculum Vitae</p> <p><input type="checkbox"/> Any former immigration documents related to previous stays in the U.S.</p> <p><i>*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.</i></p> <p>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.</p> <p>IFS will send your approval notice and one (1) copy of your H-1B petition to the foreign address you provided via Federal Express.</p> <p>(Please note that Canadian citizens are exempt from visa requirements.)</p>	<p><input type="checkbox"/> H-1B Amend/Extend Request initiated by Department</p> <p><input type="checkbox"/> eForms completed by Department & Beneficiary</p> <p>One copy of:</p> <p><input type="checkbox"/> All previous Forms I-797</p> <p><input type="checkbox"/> All applicable licenses</p> <p><input type="checkbox"/> I-94 record</p> <p><input type="checkbox"/> Passport ID page</p> <p><input type="checkbox"/> Visa stamp page</p> <p><input type="checkbox"/> Updated Curriculum Vitae</p> <p><input type="checkbox"/> Pay stubs (past 3 months)</p> <p><input type="checkbox"/> Diplomas (required for position)</p> <p>Transfers working elsewhere in the U.S. seeking to start at UA</p> <p><input type="checkbox"/> H-1B New/Transfer Request initiated by Department</p> <p><input type="checkbox"/> eForms completed by Department & Beneficiary</p> <p><input type="checkbox"/> 2-3 Letters of Recommendation</p> <p>One copy of:</p> <p><input type="checkbox"/> All previous Forms I-797</p> <p><input type="checkbox"/> Diplomas* and English translations</p> <p><input type="checkbox"/> Transcripts and English translations</p> <p><input type="checkbox"/> Medical license (if applicable)</p> <p><input type="checkbox"/> Any licenses required for position</p> <p><input type="checkbox"/> I-94 record</p> <p><input type="checkbox"/> Passport ID page</p> <p><input type="checkbox"/> Visa stamp page</p> <p><input type="checkbox"/> Curriculum Vitae</p> <p><input type="checkbox"/> Pay stubs (<i>the past 3 months from current employer</i>)</p> <p><i>*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.</i></p>
<p>Dependents (H-4)</p> <p>Completed by dependent(s) (if IN the U.S.):</p> <p><input type="checkbox"/> Form I-539</p> <p><input type="checkbox"/> I-539 Application Fee: \$370; Payable to "U.S. Department of Homeland Security"</p> <p>Copy of:</p> <p><input type="checkbox"/> Dependent I-94 record</p> <p><input type="checkbox"/> Dependent Passport ID page</p> <p><input type="checkbox"/> Dependent Visa stamp page</p> <p><input type="checkbox"/> Marriage certificate and translation</p>		<p>Dependents (H-4)</p> <p>Completed by dependent(s) (if IN the U.S.):</p> <p><input type="checkbox"/> Form I-539</p> <p><input type="checkbox"/> I-539 Application Fee: \$370; Payable to "U.S. Department of Homeland Security"</p> <p>Copy of:</p> <p><input type="checkbox"/> Dependent I-94 record</p> <p><input type="checkbox"/> Dependent Passport ID page</p> <p><input type="checkbox"/> Dependent Visa stamp page</p> <p><input type="checkbox"/> Marriage certificate and translation</p>

