



H-1B Beneficiary Checklist

- Please include this 2 PAGE form with your H-1B application
- Please submit only one copy of each document
- Please **DO NOT STAPLE** any of the paperwork
- **FEES MUST BE IN SEPARATE CHECKS** and **FROM A UNITED STATES BANK**

Please be aware that it takes 2-3 weeks for an H-1B application to be processed after receiving a COMPLETE request.

Please collect all the documents relevant to your application and submit them to Office of General Counsel at the address below.

REQUIRED DOCUMENTS FOR ALL APPLICATIONS:

- H-1B Beneficiary Information Form**
- CV
- Copy of Diploma(s)
- Copy of Transcripts
- Credential Evaluation - Required for NEW and COS Applications
- IF REQUIRED DEGREE FOR THE POSITION IS FROM NON - US INSTITUTION
- Copy of Passport photo/biographical page

PLEASE SEE FOLLOWING PAGE FOR REQUIRED DOCUMENTS FOR YOUR SPECIFIC TYPE OF H-1B APPLICATION

DEPENDING ON THE TYPE OF H-1B APPLICATION, THE FOLLOWING DOCUMENTS ARE ALSO REQUIRED:**USCIS PREMIUM PROCESSING**

- \$1000 check payable to U.S. Department of Homeland Security
- Will guarantee adjudication (Receipt and Approval Notices) of H-1B petition within 20 days

FOREIGN NATIONAL OUTSIDE THE U.S.If beneficiary once held an H-1B:

- Copies of ALL H-1B Approval Notices

If beneficiary once held a J1 or J2:

- Copies of ALL DS-2019 forms

If Subject to 212(e) - 2 year home residency requirement:

- Copy of Waiver Recommendation from U.S. Dept. of State
- Copy of I-612 approval notice from USCIS

CHANGE OF STATUS (COS) FROM F-1

- Copy of EAD card (front & back)
- Copy of all I-20 forms received to date
- Copy of Visa Stamp
- Copy of Most recent I-94 Card (front & back)

If beneficiary once held an H-1B:

- Copies of All H-1B Approval Notices

If beneficiary once held a J1 or J2:

- Copies of ALL DS-2019 forms

If Subject to 212(e) - 2 year home residency requirement

- Copy of Waiver Recommendation from U.S. Dept. of State
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CHANGE OF STATUS (COS) FROM J-1

- Copy of all DS-2019 forms received to date
- Copy of Visa Stamp
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If Subject to 212(e) - 2 year home residency requirement:

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- Copy of I-612 approval notice from USCIS

EXTENSION/AMENDED

- Copies of ALL H-1B Approval Notices

H-1B CHANGE OF EMPLOYER(COE)/CONCURRENT EMPLOYMENT

- Copy of Most Recent Pay Stub from Current Employer
- Employment letter from Current Employer
- MUST HAVE RECENT DATE AND CONFIRM EMPLOYMENT START AND END DATES**
- Copies of ALL H-1B Approval Notices

COS/COE/EXTENSION DEPENDENT APPLICATIONIf beneficiary's dependent(s) are in the U.S.:

- Completed and Signed Form I-539
- Copy of Dependent(s) Passport Photo/Biographical Page
- Copy of Dependent(s) Visa Stamp
- Copy of Dependent(s) most recent I-94 Card (front & back)
- Copy of Marriage Certificate for Spouse - and English Translation
- Copy of Birth Certificate for Children
- \$300 fee payable to U.S. Department of Homeland Security