





## Foreign National Checklist:

### Documents to be Submitted with your H-1B Visa Petition

In order to prepare and H-1B petition for submission to the United States Citizenship and Immigration Services (USCIS) on your behalf, please submit the following documents with your completed Data Collection form. Use this checklist to make sure that you are sending all of the supporting documentation required.

Please note: all official documents must be in English, or must include an official English translation.

- A fully completed Data Collection Form (2 pages).
- A copy of your most recent Curriculum Vitae or resume.
- A photocopy of the all degrees earned.
- A photocopy of your transcripts for the highest degree awarded.
- If **NON-US** degree, a degree evaluation by an accredited US credentials evaluation service is required. (If Masters or Ph.D. degree from a US institution, this evaluation is not required.)
- Copies of all passports pages for yourself and any family members.
- If you are in the US, please send CLEAR, LEGIBLE copies of the front and back sides of your most recent I-94 card, Record of Arrival and Departure Forms for yourself and all family members.
- If you have in the US before as a student or exchange visitor, please send CLEAR, LEGIBLE copies of all IAP 66, DS-2019, or I-20 Forms issued to you.
- If you have been in the US in H-1B, L-1, O-1, or any other classification other than student, please send CLEAR, LEGIBLE copies of any USCIS Form I-797, Notice of Action ever issued to you.
- Any I-797 Notice of Action related to an Form I-140 petition (if applicable).
- Copy of most three most recent paystubs and prior W-2 form from US employer (if applicable).

*Please do not staple your materials since multiple photocopies will need to be made.*