

- Please submit only one copy of each document
- All documents must be in the order that they appear on this checklist
- Please do not staple any of the paperwork
- Fees must be in separate checks and from a United States bank

Please be aware that the processing times can vary. Please check the IO website or with your IO advisor for updated processing times. The department contact submitting the request will receive emails when the IO receives the request, when the IO processes and sends the petition to USCIS and when the IO receives the receipt and approval notices. **Please be in contact with your department regarding your H-1B application process.**

Please collect all the documents relevant to your application and submit them to your department contact.

REQUIRED DOCUMENTS FOR ALL APPLICATIONS

- Copy of passport biographical page
- Updated CV
- Copy of diploma **AND** transcript for position's required degree and beneficiary's highest degree (In English or with an English translation)
- Credential evaluation (if degree is not from the US)

Credential Evaluation Company Examples:

- One Earth International Credential Evaluations www.oneearthevaluations.org
- Evaluation Service, Inc. www.evaluationservice.net/chicago/
- World Education Services (WES) www.wes.org
- Educational Credential Evaluators (ECE) www.ece.org

If you once held a J-1 visa

- copies of proof of J-1 status such as J1 visa stamp(s), DS-2019(s)

If you once were subject to 212(e)

- Copy of waiver recommendation and
- Copy of I-612; OR
- Proof that 212(e) has been fulfilled

If you once held or currently hold an H-1B:

- Copies of **ALL** previous H-1B approval notices

If you have a permanent residency petition approved:

- Copies of I-140 approval notice

***You will need to complete an online questionnaire through Law Logix. You will receive an email from the IO when it is time to complete the questionnaire.

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

CHANGE OF STATUS (COS) FROM F-1

- Copy of EAD if applicable
- Copy of I-20
- Copy of visa stamp
- Copy of I-94 card

CHANGE OF STATUS (COS) FROM J-1

- Copy of DS-2019
- Copy of visa stamp
- Copy of I-94 card

CHANGE OF STATUS (COS) FROM H-4

- Copy of visa stamp
- Copy of I-94 card
- Copy of previous H-4 Approval Notice
- Copies of documents related to spouses' H-1B including:
employment letter, last 3 pay stubs, H-1B Approval Notice(s), I-94, visa stamp

EXTENSION/AMENDED

- Three most recent pay stubs (send to IO upon request; please wait for IO advisor to email you)
- Copy of visa stamp
- Copy of I-94 card

CHANGE OF EMPLOYER (COE)/CONCURRENT

- Copy of visa stamp
- Copy of I-94 card
- Three most recent pay stubs (send to IO upon request; please wait for IO advisor to email you)
- Employment letter from current employer
* Must have recent date and confirm employment start date
- Copy of W2 from current employer

COS/COE/EXTENSION DEPENDENT APPLICATION

If beneficiary's dependent(s) are in the U.S.

- | | |
|---|--|
| <input type="checkbox"/> Completed form I-539 (see guide) | <input type="checkbox"/> Copy of dependent(s) current status documents (DS2019, I20, etc.) |
| <input type="checkbox"/> Copy of dependent(s) visa stamp page | <input type="checkbox"/> Copy of dependent(s) I-94 card |
| <input type="checkbox"/> \$370 Fee payable to Department of Homeland Security | <input type="checkbox"/> Copy of dependent(s) passport biographical page |
| <input type="checkbox"/> Copy/translation of marriage certificate for spouse | <input type="checkbox"/> Copy of previous H-4 Approval Notice(s) |
| | <input type="checkbox"/> Copy/translation of birth certificate for children |