

- Please include this 2 PAGE form with your H-1B application
- Please submit only one copy of each document
- Documents in **bold**, must be an original documents with original signatures
- All documents must be in the following order
- 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 3-4 weeks for H-1B application to be processed in the International Office (IO) after receiving a COMPLETE request.

The department contact submitting the application will receive emails when the IO receives the application, 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.**

(d) - Department Responsibility

(b) - Beneficiary Responsibility

**REQUIRED DOCUMENTS FOR ALL APPLICATIONS:**

- Beneficiary Main Questionnaire Form (b)**
- CV (b)
- Copy of Diploma(s) (b)
- Copy of Transcripts (b)
- Credential Evaluation – Required for NEW and COS Applications - (b or d)  
IF REQUIRED DEGREE FOR THE POSITION IS FROM NON - US INSTITUTION
  - Credentialing Company Recommendations:
    - Evaluation Service, Inc. <http://www.evaluationsservice.net/chicago/>
    - World Education Services (WES) [www.wes.org](http://www.wes.org)
    - Educational Credential Evaluators (ECE) [www.ece.org](http://www.ece.org)
- Copy of Passport biographical page (b)

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

**DEPENDING ON THE H-1B APPLICATION THE FOLLOWING DOCUMENTS ARE REQUIRED:**

**USCIS PREMIUM PROCESSING**

- \$1000 check payable to The Department of Homeland Security (b or d)
  - o 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 (b)

**CHANGE OF STATUS (COS) FROM F-1**

- Copy of EAD (b)
- Copy of I-20 (b)
- Copy of Visa Stamp (b)
- Copy of I-94 Card (b)

If beneficiary once held an H-1B:

- Copies of ALL H-1B Approval Notices (b)

**CHANGE OF STATUS (COS) FROM J-1**

- Copy of DS-2019 (b)
- Copy of Visa Stamp (b)
- Copy of I-94 Card (b)

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

- Copy of Waiver Recommendation (b)
- Copy of I-612 (b)

**EXTENSION/AMENDED**

- Copies of ALL H-1B Approval Notices (b)

**CHANGE OF EMPLOYER (COE)/CONCURRENT**

- Copy of W2 or Most Recent Pay Stub from Current Employer (b)
- Employment letter from Current Employer (b)  
MUST HAVE RECENT DATE AND CONFIRM EMPLOYMENT START DATE
- Copies of ALL H-1B Approval Notices (b)

**COS/COE/EXTENSION DEPENDENT APPLICATION If beneficiary's dependent(s) are in the U.S.**

- Completed form I-539 (b)
- Copy of Dependent(s) Passport Biographical Page (b)
- Copy of Dependent(s) Visa Stamp Page (b)
- Copy of Dependent(s) I-94 Card (b)
- Copy of Marriage Certificate for Spouse – Original and English Translation (b)
- \$300 fee payable to The Department of Homeland Security (b or d)