



H-1B Employee Information Checklist

Required Uploads

- ☐ Applicant Information Form
 - ☐ Passport Biographical Page(s) (must have 6+ months validity)
 - ☐ Curriculum Vitae (CV) — include publications & employment
 - ☐ Diploma or Highest Degree Earned (+ certified translation if not in English)
 - ☐ Transcripts (+ credential evaluation if degree earned outside U.S.)
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Additional Documents (As Applicable)

If currently in the U.S.:

- ☐ I-94 (both sides or electronic)
- ☐ Passport entry & U.S. visa stamps

If ever in H-1B, TN, or E-3 status:

- ☐ All I-797 Approval Notices

If in F-1/OPT status:

- ☐ All I-20 Forms
- ☐ EAD Card(s)

If in J-1 status (current or past):

- ☐ All DS-2019 Forms & J Visa Stamps
- ☐ I-612 Waiver Approval (if subject)
- ☐ DOS Waiver Recommendation Letter (if subject)

If an Immigrant Visa Petition has been filed:

- ☐ I-140 Receipt/Approval
- ☐ I-485 Receipt/Approval
- ☐ EAD Card
- ☐ Advance Parole Document

For Extension, Change of Employer, or Amendment:

- ☐ 3 Most Recent Pay Stubs
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Dependents Currently in the U.S.

- ☐ Passport Biographical Page(s)
- ☐ I-94 (both sides or electronic)
- ☐ Visa & Entry Stamp
- ☐ Immigration Documents (as applicable):
 - F-2: All I-20s | J-2: All DS-2019s & visa stamps | H-4, TD, or E-3: All I-797 Notices | EAD Card
- ☐ Proof of Relationship (Marriage/Birth Certificate + English translation if needed)