

**IMPORTANT:** If you plan to travel outside the U.S. before the H-1B petition is approved, you must notify us **IMMEDIATELY** because travel affects the filing of the H-1B petition (and H-4 applications)

<b>Documents Required for ALL H-1B Filings</b>	
<ol style="list-style-type: none"> <li>1. Candidate Data Form</li> <li>2. Passport photo/biography page                             <ul style="list-style-type: none"> <li>▪ If expired, also provide receipt for the renewal application</li> </ul> </li> <li>3. Most recent entry I-94 entry record (see <a href="#">I-94 Record</a>)</li> <li>4. Most recent visa (even if expired)</li> <li>5. Any 212(e) waiver approval notice (I-612) (if applicable)</li> <li>6. Updated CV/ Resume (be sure to note your graduation date)</li> <li>7. Highest academic degree in its original language (with English translation if applicable)                             <ul style="list-style-type: none"> <li>▪ <b>Professional credentials evaluation required for any degree earned outside U.S.</b></li> <li>▪ Contact NDSU int'l advisor if an evaluation resource is needed</li> </ul> </li> <li>8. Copy of original PhD or MSc transcripts                             <ul style="list-style-type: none"> <li>▪ If highest academic degree is not yet completed, submit:                                     <ol style="list-style-type: none"> <li>1) Letter from academic advisor (1) listing your area of study; (2) confirming you have defended your PhD/MSc on mm/dd/yyyy; (3) degree type you will receive and the field of study; (4) statement indicating diploma will be awarded upon receipt of final corrections by mm/dd/yyyy</li> <li>2) Proof of successful defense (if applicable) → Report of Final Examination signed by advisor and defense committee members</li> <li>3) Dissertation/thesis abstract</li> </ol> </li> </ul> </li> </ol>	
<b>If Your Current Status is:</b>	<b>Also provide these documents – in addition to those noted above:</b>
<b>H-1B</b>	<ol style="list-style-type: none"> <li>1. <b>ALL</b> H-1B approval notices (I-797)                             <ul style="list-style-type: none"> <li>○ (and H-4 approvals, if applicable)</li> </ul> </li> <li>2. Any I-797 Approval Notice to Change Status</li> </ol>
<b>F-1</b>	<ol style="list-style-type: none"> <li>1. <b>ALL</b> I-20s (not providing ALL documents will delay the petition)                             <ul style="list-style-type: none"> <li>○ I-20 instruction page not needed</li> </ul> </li> <li>2. Any I-797 Approval Notice to Change Status</li> <li>3. <b>ALL</b> EAD cards for OPT or STEM-OPT (if applicable)</li> </ol>
<b>J-1</b>	<ol style="list-style-type: none"> <li>1. <b>ALL</b> DS-2019s (not providing ALL documents will delay the petition)                             <ul style="list-style-type: none"> <li>○ DS-2019 instruction page not needed</li> </ul> </li> <li>2. Any 212(e) waiver approval notice (if applicable)</li> </ol>
<p><b>Dependents wishing to obtain or extend H-4 status</b></p> <p><b>PLEASE NOTE:</b></p> <p>Dependents <u>outside the U.S.</u> apply for an H-4 visa based on the approved H-1B petition and proof of relationship to the principal H-1B worker.</p>	<ol style="list-style-type: none"> <li>1. <a href="#">Form I-539</a> to change or extend status <u>inside</u> the US                             <ol style="list-style-type: none"> <li>a. <b>Draft</b> the form for review by Faculty Immigration</li> <li>b. <b>After review, the eldest [H4] dependent will sign the form</b> <ol style="list-style-type: none"> <li>i. <i>The H-1B worker is not listed on Form I-539 and does not sign the form unless the only [H4] dependent is a minor child.</i></li> </ol> </li> </ol> </li> <li>2. Check or money order payable to “<b>US Department of Homeland Security</b>”                             <ol style="list-style-type: none"> <li>a. Filing fee found on USCIS.gov website: <a href="#">Form I-539</a></li> </ol> </li> <li>3. <b>Documents Needed for each H-4 applicant:</b> <ol style="list-style-type: none"> <li>a. Passport photo/biography page with proof of expiration</li> <li>b. Most recent I-94 entry record</li> <li>c. Most recent visa (even if expired)</li> <li>d. Proof of each dependent’s relationship to the principle H-1B worker (ex: marriage certificate and/or birth certificates)</li> <li>e. <b>All</b> H-4/previous H-1B approval notices (if any)</li> <li>f. <b>All</b> I-20s (if any) (instruction page not needed)</li> <li>g. <b>All</b> DS-2019s (if any) (instruction page not needed)</li> <li>h. <b>All</b> EAD cards, if any</li> <li>i. Any 212(e) waiver approval notice (I-612) (if applicable)</li> </ol> </li> </ol>

