Please send the following list of items by regular mail or as e-mail attachments (No faxes)

**FOR ALL H-1B APPLICATIONS – EVERY EMPLOYEE SUBMITS THIS EVIDENCE**

* Resume
* "Candidate Data" Form (Applicable only to individuals who have not already submitted this item) Available at: [http://www.ndsu.edu/international/faculty_immigration/info_for_international_employees/](http://www.ndsu.edu/international/faculty_immigration/info_for_international_employees/)
* A copy of your most recent entry I-94 card (even if entry was not in the visa status you currently hold)
* A copy of your most recent visa (even if expired)
* A copy of the photo/biography page of your passport as well as proof of the passport expiration date.
* A copy of your highest academic degree in its original language (with English translation if applicable) If diploma does not list specific area of study please also submit a copy of transcripts. The transcripts do not have to be originals
  * If highest academic degree is not yet completed, please submit:
    * Copies of your PhD or MS transcripts
    * Letter from academic supervisor listing your area of emphasis and confirming that you will defend your PhD/MS on mm/dd/yyyy and degree award is anticipated upon receipt of final corrections of thesis.
* Copy of dissertation/thesis abstract

**FOR PERSONS IN U.S. IN F-1 STATUS**

* Copies of **ALL** I-20’s
* Copy of any/all EAD cards (if applicable)

**FOR PERSONS IN U.S. IN J-1 STATUS**

* Copies of **ALL** DS 2019’s
* Copy of 212(e) waiver (if applicable)

**FOR PERSONS CURRENTLY EMPLOYED ELSEWHERE IN THE U.S. IN H-1B STATUS**

* A copy of **ALL** H-1B (and H-4 if applicable) approval notices
* Copies of three most recent pay statements
* If possible, please obtain a statement on letterhead with current date and an original signature written "To Whom It May Concern" attesting that you are currently employed at XXXX Corporation. This should be signed by a supervisor or someone with hiring authority and would have to be sent by regular mail.

**IF YOU PLAN TO TRAVEL OUTSIDE THE U.S. BEFORE THE H-1B1 STATUS APPROVAL, PLEASE CONTACT THE ASSISTANT DIRECTOR OF FACULTY IMMIGRATION AS TRAVEL AFFECTS THE FILING OF THE H-1B (& H-4).**

**DOCUMENTATION NEEDED FOR DEPENDENT(S) INSIDE THE UNITED STATES WHO WISH TO OBTAIN H-4 STATUS (Necessary for both a change of status to H-4 or extension of current H-4 status).**

(DEPENDENTS OUTSIDE THE UNITED STATES APPLY FOR H-4 VISAS BASED ON THE APPROVED H-1B AND PROOF OF THEIR RELATIONSHIP TO THE H-1B)

* A check or money order written to “Department of Homeland Security-U.S.C.I.S” for $300 (All dependents are filed on one application and $300 fee covers all)
* Please have eldest H-4 dependent (spouse or eldest child) answer the questions on Form I-539 under Part 4 (Sections 1, 2, & 3) and complete page 3 as applicable; print and eldest dependent must sign the form and mail it back to this office. (This office will complete the remaining questions) [http://www.uscis.gov/graphics/formsfee/forms/i-539.htm](http://www.uscis.gov/graphics/formsfee/forms/i-539.htm)
* A copy of each dependent’s most recent entry I-94 card
* A copy of each dependent’s most recent visas (even if expired)
* A copy of each dependent’s photo/biography pages of passports with proof of the passport expiration.
* Proof of each dependent’s relationship to H-1B1 (copies of marriage and/or birth certificates)
* Copies of all I-20’s for each dependent I-20’s (if applicable)
* Copies of all DS 2019’s for each dependent (if applicable)
* Copy of 212(e) waiver (if applicable)
* Copies of all EAD cards issued for each dependent (if applicable)
* Copies of all H-4 AND H-1B approval notices for each dependent (if applicable)