**Please scan and return the required documentation via email, if possible**

**IMPORTANT**: If you plan to travel outside the U.S. before the H-1B status approval, please contact us as soon as possible as travel affects the filing of the H-1B (and H-4).

### Documents Required for ALL H-1B Filings

- Candidate Data Form *(for individuals who have not already submitted this item)*
- Resume
- Copy of your most recent entry I-94 card or electronic I-94 Record
- Copy of your most recent visa (even if expired)
- Copy of the photo/biography page of your passport, as well as proof of the passport expiration date
- Copy of your highest academic degree in its original language *(with English translation if applicable)*
  - If diploma does not list specific area of study, also submit photocopy of transcripts
  - If highest academic degree is not yet completed, submit:
    - Original PhD or MS transcripts
    - Letter from academic advisor listing your area of emphasis and confirming that you have defended/will defend your PhD/MS on mm/dd/yyyy and degree award is anticipated upon receipt of final corrections
    - Copy of dissertation/thesis abstract
    - Proof of successful defense (if applicable)

### Current Status

<table>
<thead>
<tr>
<th>H-1B</th>
<th>Additional Documents Required (along with above)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Copies of ALL H-1B approval notices (I-797) <em>(and H-4 approvals, if applicable)</em></td>
</tr>
<tr>
<td></td>
<td>Copies of three most recent pay statements</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>F-1</th>
<th>Additional Documents Required (along with above)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Copies of ALL I-20s</td>
</tr>
<tr>
<td></td>
<td>Copy of all EAD cards (if applicable)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>J-1</th>
<th>Additional Documents Required (along with above)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Above documents</td>
</tr>
<tr>
<td></td>
<td>Copies of ALL DS2019s</td>
</tr>
<tr>
<td></td>
<td>Copy of 212(e) waiver (if applicable)</td>
</tr>
</tbody>
</table>

### Dependents wishing to obtain or extend H-4 status

**PLEASE NOTE:** Dependents outside the U.S. apply for an H-4 visa based on the approved H-1B petition and proof of relationship to the H-1B worker.

- Form I-539 *(found on uscis.gov website)* completed by eldest H-4 dependent (spouse or eldest child)
  - Print the form and **eldest dependent must sign the form** and mail it back to our office
  - The H-1B worker is not listed on Form I-539 and does not sign the form unless the only dependent on the form is minor child.
- Check or money order payable to **“Department of Homeland Security”** for I-539 filing fee *(see uscis.gov website for current fees)*
- Copy of each dependent’s most recent entry I-94 card
- Copy of each dependent’s most recent visa (even if expired)
- Copy of each dependent’s photo/biography page of passport with proof of the passport expiration
- Proof of each dependent’s relationship to H-1B *(copies of marriage and/or birth certificates)*
- Copies of all I-20’s for each dependent *(if applicable)*
- Copies of all DS2019’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 I-797 approval notices for each dependent *(if applicable)*
- Copies of each dependent’s 3 most recent pay statements *(if dependent is currently employed)*