

Documents Needed for H-1B Filing

Please return via email to your NDSU Faculty Immigration Advisor or send to ndsuiimmigration@ndsu.edu

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

Documents Required for ALL H-1B Filings

1. Candidate Data Form
2. Passport photo/biography page
 - If expired, also provide receipt for the renewal application
3. Most recent entry I-94 entry record (see [I-94 Record](#))
4. Most recent visa (even if expired)
5. Any 212(e) waiver approval notice (if applicable and/or ever held J1/J2 status)
6. Updated CV/ Resume (be sure to note your graduation date)
7. Highest academic degree in its original language (with English translation if applicable)
 - **Professional credentials evaluation required for any degree earned outside U.S.**
 - Contact NDSU int'l advisor if an evaluation resource is needed
8. Copy of original transcripts showing coursework (Bachelor's, Master's, or PhD)
 - **If degree is not yet conferred, submit the following:**
 - 1) Letter from the Registrar or Academic Advisor (1) listing your field of study; (2) confirming you have successfully defended on mm/dd/yyyy; (3) degree type you will receive; (4) statement indicating when the degree will be conferred (awarded)
 - 2) Proof of successful defense (if applicable) → Report of Final Examination signed by advisor and defense committee members
 - 3) Dissertation/Thesis abstract
9. Any I-130 or I-140 Approval Notice (if applicable)
10. Any pending I-485, I-765 (C26), I-131 receipt notices (based on a pending Green Card)
11. Any Approval Notice for "Change of Status"

If Your Current Status is:	Also provide these documents – in addition to those noted above:
H-1B	<ol style="list-style-type: none"> 1. ALL H-1B approval notices (I-797) <ul style="list-style-type: none"> ○ (and H-4 approvals, if applicable) 2. Any I-797 Approval Notice to Change Status
F-1	<ol style="list-style-type: none"> 1. ALL I-20s (not providing ALL documents will delay us mailing the petition) <ul style="list-style-type: none"> ○ I-20 instruction page not needed 2. Any I-797 Approval Notice to Change Status 3. ALL EAD cards for OPT or STEM-OPT (if applicable)
Send if you have ever held this status (even if not current) J-1/J-2	<ol style="list-style-type: none"> 1. ALL DS-2019s (not providing ALL documents will delay the petition) <ul style="list-style-type: none"> ○ DS-2019 instruction page not needed 2. Any 212(e) Waiver Approval Notice (if applicable)
Dependents wishing to obtain or extend H-4 status PLEASE NOTE: Dependents <u>outside the U.S.</u> apply for an H-4 visa based on the approved H-1B petition and proof of their relationship to the principal H-1B employee. *Although this is a personal petition, the Faculty Immigration Team is willing to review the drafted I-539 for completeness, but not accuracy	<ol style="list-style-type: none"> 1. Form I-539 to change or extend status <u>inside</u> the US <ol style="list-style-type: none"> a. Draft the application for review by Faculty Immigration* b. <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> c. H4 dependent is eligible to apply online, if only ONE applicant 2. Payment to "US Department of Homeland Security" <ol style="list-style-type: none"> a. Filing fee found on USCIS.gov website: Form I-539 3. Documents Needed for each H-4 applicant: <ol style="list-style-type: none"> a. Passport photo/biography page with proof of expiration b. Most recent I-94 entry record c. Most recent visa (even if expired) d. Proof of each dependent's relationship to the principle H-1B worker (ex: marriage certificate and/or birth certificates) e. All previous H-approval notices (if any) f. All I-20s (if any) (instruction page not needed) g. All DS-2019s (if any) (instruction page not needed) h. All EAD cards, if any i. Any J1/J2 Waiver Approval Notice (I-612) (if applicable)