

[Faculty Immigration Services](#)

Old Main #201, Dept 2000

(701) 231-8052 (office)

(701) 231-7131 (fax)

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

Documents Required for ALL H-1B Filings	
<ol style="list-style-type: none"> Candidate Data Form 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) <ul style="list-style-type: none"> Professional credentials evaluation needed if degree earned outside U.S. You might also want to consider including a professional translation along with the evaluation Copy of original PhD or MSc transcripts <ul style="list-style-type: none"> If highest academic degree is not yet completed, submit: <ol style="list-style-type: none"> 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) → Report of Final Examination signed by advisor and committee members 	
If Your Current Status is:	Also provide these documents – in addition to those above:
H-1B	<ol style="list-style-type: none"> Copies of ALL H-1B approval notices (I-797) <ul style="list-style-type: none"> (and H-4 approvals, if applicable) Copies of any I-797 Approval Notices to Change Status Copies of three most recent pay statements
F-1	<ol style="list-style-type: none"> Copies of ALL I-20s (<i>not providing ALL docs can delay the petition</i>) Copies of any I-797 Approval Notices to Change Status Copy of all EAD cards (if applicable)
J-1	<ol style="list-style-type: none"> Above documents Copies of ALL DS-2019s (<i>not providing ALL docs can delay petition</i>) Copy of 212(e) waiver approval notice (if applicable)
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.	<ol style="list-style-type: none"> Form I-539 (found on uscis.gov website) completed by eldest H-4 dependent (spouse or eldest child) <ol style="list-style-type: none"> Print the form and eldest dependent must sign the form 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 a minor child. Check or money order payable to “Department of Homeland Security” see I-539 filing fee A separate Form I-539A (biometrics application) – required for each additional dependent listed on the I-539 <ol style="list-style-type: none"> Separate check(s) or money order(s) for each I-539A application(s) see I-539 filing fee Documents Needed for each dependent: <ol style="list-style-type: none"> Passport photo/biography page with proof of expiration Most recent I-94 arrival record Most recent visa (even if expired) Proof of each dependent’s relationship to the principle H-1B worker (ex: marriage certificate and/or birth certificates) Copies of all H-4/previous H-1B approval notices (if any) Copies of all I-20s (if any) Copies of all DS-2019s (if any) Copies of all EAD cards, if any Copy of approval notice for 212e waiver, if any