**H-1B CHECKLIST**

There are many steps in creating a successful H-1B visa petition. One of the most important is collecting all the supporting documents needed. Here is a helpful checklist to get your petition started on the right track.

### EMPLOYEE DOCUMENTS

- **Resume**
- **Passport**
- **Diploma** (an English translation of the diploma, if applicable)
- **Transcripts** (an English translation of all transcripts, if applicable)
- **Education evaluation**
  - An education evaluation is recommended for all degrees acquired from outside the United States to ensure it meets U.S. four-year degree standards. Be proactive and request the education evaluation as soon as possible. India, Australia and Canada, in particular, are known for having three-year degree programs.
- **Experience evaluation**
  - If the employee’s education alone does not meet the standards for a four-year U.S. degree, an experience evaluation may be completed.

### FOR EMPLOYEES WHO ARE CURRENTLY IN THE UNITED STATES OR WERE IN THE PAST:

- **All previous Form I-797 Notice of Action notices**
- **All previous U.S. visa stamps and information defining the status the individual held during each period of stay**
- **All prior I-20 or DS-2019 forms** (only applies to employees who have previously held F-1 or J-1 visa status)
- **Most recent I-94 Arrival/Departure Record** (required for any foreign national employee currently inside the United States)

If the employee holds a dependent status such as H-4 or L-2, these documents may be required of the employee’s spouse.

- **All I-797 approval notices**
- **Current pay stubs**
- **Passport**
- **Visa stamp**
FOR EMPLOYEES WITH PREVIOUS/CURRENT WORK AUTHORIZATION:

☐ Payroll stubs for last two pay periods

☐ Previous Employment Authorization Documents