

## Extension of H-1B Status Checklist:

### From **Department:**

- H-1B Recommendation Form
- Job Description

### From **Foreign National:**

- Up to date resume or curriculum vitae
- IF you are in the US and your family is with you, you are in charge of changing their status to H4 if needed. However, if you provide the completed I-539, fees, and supporting documentation (see below) our office will mail them with your application.
  - Fees made payable to US Department of Homeland Security:
    - \$370 – Base Fee
    - \$85 – biometrics screening fee; needed for each H4 you are applying for.
  - PDF of passport(s)
  - PDF of current non-immigrant status, i.e. I-29, I-797, DS-2019
  - Translated documentation connecting you and your dependents. I.e. Marriage certificate for spouse and birth certificate for children
  - PDF of your most recent I-94
- Copies of their two most recent paystubs