

**NEW H-1B Checklist (Either from outside US, changing status (i.e. J-1/F-1 to H-1B), Transfer H-1B from another institution:**

**From Department:**

- H-1B Recommendation Form
- Job Description

**From Foreign National:**

- H-1B Info Sheet
- H-1B Rider Form
- PDF of current passport
- PDF of your current non-immigrant status, i.e. I-20, I-797, DS-2019 (if any)
- PDF of your up to date resume or curriculum vitae
- PDF of all educational diplomas and transcripts with English translation.
  - If your degree was obtained outside of the United States our office recommends completing a degree evaluation. Our office recommends Morningside Evaluations.
- PDF of your most recent I-94 (if any)
- PDF of your most recent visa stamp (if any)
- IF you are in 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:
    - i. \$370 – Base Fee
    - ii. \$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