

## **H-1B Employee Checklist:**

Please submit the documentation from the checklist below to your UCSB Employing Department. These documents will be added to the UCSB Employer documents and sent to the Office of International Students & Scholars for review.

- One Completed H-1B Employee Data Sheet

Please Submit **3 Sets of Photocopies** of the Following:

- Passport Validity Page

### **If currently residing in the US:**

- I-94 Admission Record ([www.cbp.gov/i94](http://www.cbp.gov/i94))
- Visa Stamp(s) and US Entry Stamp(s)

### **If you have ever held F-1 Status:**

- Previous I-20 Form(s)
- EAD Card(s), if applicable
- I-20 form with OPT Recommendation on Page 3, if applicable

### **If you have ever held J status:**

- All previous DS-2019 form(s)
- EAD card(s), if you received J-2 employment

### **If you have held J status and are subject to the 212(e) Two Year Home Residency Requirement:**

- Advisory Opinion or US Dept of State Recommendation Letter along with USCIS Approval Notice (Form I-612)

### **If you have ever held H-1 Status:**

- Previous H-1 Approval Notices (forms I-797)
- Last 4 pay stubs if extending or transferring H-1 status

### **If you have ever held TN status:**

- US Entry Stamp(s) and/or TN Approval Notices (Form I-797)

### **If you have ever submitted a Green Card Petition:**

- Copies of I-140 and I-485

### **If you have dependents who will change or extend status with you from inside the US:**

- One I-539 with original signature ([www.uscis.gov/forms](http://www.uscis.gov/forms)) The *primary applicant* on the form should be the spouse or first child with additional family members listed on the supplement page
- \$370.00 petition fee, check made out to "US Department of Homeland Security"
- 2 copies of the following for each family member: passport validity page, I-94 record ([www.cbp.gov/i94](http://www.cbp.gov/i94)), US Visa Stamp(s) and US entry stamp(s), evidence of legal status, marriage certificate for spouse, birth certificate for child

### **Educational Credentials:**

- Diploma/Degree or Letter of Conferment (if you did not graduate from a US institution, Foreign Education Credentials Evaluation\*)
- Official School Transcripts
- Curriculum Vitae
- Personal Statement of True Photocopies with Original Signature in blue ink (see sample)

\*If supporting documents are not in English, include a translation for each document. Translations to English can be performed by the same professional evaluation service used for Foreign Education Evaluation Requirements: Two services that are members of the National Association of Credential Evaluation Services (NACES) are Josef Silny & Associates, Inc. ([www.jsilny.com](http://www.jsilny.com)) and the Trustforte Corporation ([www.trustfortecorp.com](http://www.trustfortecorp.com)). Additional NACES members can be viewed at: <http://naces.org>.