

# H-1B Employee Checklist:

## Required Documents:

- Passport Bio Page
- Educational Credentials
  - Diploma (If you did not graduate from a US institution, Foreign Education Credentials Evaluation\*)
  - Official School Transcripts
  - Curriculum Vitae

## If currently residing in the US:

- I-94 Admission Record
- 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-1B 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:

- I-140 and I-485

\*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. Accredited credential evaluation service providers can be found on [National Association of Credential Evaluation Services \(NACES\)](#).