

## H-1B Visa Document Checklist

Below please find information to assist you in completing the documentation for the H-1B petition.

**NOTE: It is your responsibility to obtain the proper work authorization and to pay any related fees. Any information provided by CSUF Academic Employment Services should be used as a resource but should not be taken as official information or a guarantee for USCIS approval. It is suggested that you contact an attorney regarding perm residency as soon as possible.**

### Document List for Petitioner (CSUF HRDI) to complete for H-1B Visa CSUF Prepares:

- Cover Letter from the petitioner: California State University Fullerton
- Request for Premium Processing Service I-907 (If applicable)
- I-129 and Supplement H Forms
- Copy of approved Labor Condition Application
- Notice to Union

### Supplemental Documentation/Information for beneficiary (faculty seeking H-1B visa) to provide (This list may vary depending on the situation):

- **All new and renewing H-1B applicants are required to submit the following:**
  - Copies of biographical and stamped pages of your passport
  - Copy of your current I-94 Form
  - Copy of your employment authorization card (if applicable)
  - Copy of your current visa. If J-1 visa, is a homestay required?
  - Copy of your Ph.D. and/or Master's Diploma
  - Copy of official transcripts for your Ph.D. and/or Master's
  - Address of the institution(s) conferring degree(s)
  - Curriculum Vitae
  - Copies of most recent paystubs for three months
  - If your passport is expiring within the next 18 months, renew as soon as possible
  - Copy of biographical and stamped pages of passport
  - Copy of your current visa and current I-94 Form
  - **(Renewal only)** When does your driver's license expire? Is it tied to your H-1B visa expiration date?
- **If you are currently outside the U.S.**
  - What is your arrival date in the U.S.?
  - What is the address of the embassy/consulate you will be using? Please contact them for specifics
  - Dependents? Contact your local embassy
  - Do you have a United States Social Security Card? If so give number
  - Did you receive your Ph.D. outside of the U.S.? If so, provide English translation of proof of degree/equivalency
- **If new to CSUF and currently in the U.S.**
  - If you are in the U.S. and plan to travel internationally prior to your start date, what is your return date?

- Paycheck stubs for last 3 months if previously on H-1B at another University or if status is OPT
- Copy of your passport including all stamps since entering the U.S.
- Copy of your visa and current I-94 Form
- Copy of current documentation of F-1, J-1, TN, H-1 or other status

○ **If you have dependents (spouse, children), the following will also be required:**

- Copy of **dependent (spouse, children)** information if **H-4** visa is needed (Currently outside of U.S., see above)
- **I-539, Application to Extend/Change Nonimmigrant Status** completed and original signature. The application fee is payable to the Department of Homeland Security in US dollars from a U.S. banking institution.
- **I-765, Application for Employment Authorization** completed and original signature. The application fee is payable to the Department of Homeland Security in US dollars from a U.S. banking institution.
- Copies of biographical and stamped passport pages; birth certificate and/or marriage certificate; copy of your current visa and I-94 Form (if applicable).
- There is a biometric services fee for each dependent, payable to the Department of Homeland Security in U.S. dollars from a US banking institution.

**Useful Websites:**

U.S. Department of Labor Employment and Training Administration:

<http://www.foreignlaborcert.doleta.gov/hiring.cfm>

Immigration and Naturalization Service: [USCIS Welcome](#)