

# Applicant Checklist

## Information and Materials Needed for H-1B Visa Status

Please note: Once you have filled out this form and returned it with the required documents, this process usually takes 21 business days to ready the H1B petition form. Once mailed, it will take 2 to 8 months to receive an H1B approval notice.

Full Legal Name

A-Number

1. Job title
2. Short Job description
  
3. Proposed annual salary.
4. Work location
  
5. Copy of educational credentials
  - Resume or curriculum vitae
  - Transcripts (graduate, if applicable)
  - Diploma or graduation certificate
  - Training certificates (if applicable)
  - Letters of experience (if lacking bachelor's degree)
  - Credential evaluation, if foreign degree Use the following link: <http://aetsinternational.com/>
  
6. Proof of current immigration status if in the United States:
  - a. A copy of **passport** (page with photo).
  - b. I-20's (student status), IAP-66 (J-1 status), DS 2019, etc.
  - c. A copy of applicants (and any dependents) **I-94**, front and back (this form is in the passport if all are in the US). If the dependents are not in the USA, no documents are needed – the H-4 visa can be acquired at a US Embassy or the port-of-entry (cost is around \$100, and two passport-type photos for each dependent is required).
  - d. A copy of dependents' passports and any other visa documents (H-4, etc.) if dependents are in the USA.

7. "Have you *ever* been denied an immigration benefit or had *any* problem with United States Citizenship and Immigration Service (USCIS)?            Yes            No
8. "Do you have *any* criminal history?            Yes            No
9. "If you *ever* held J status AND were subject to the two-year home-country physical presence requirement, have you fulfilled the requirement?            Yes            No
10. "If you have dependents, and those dependents are in the United States, do those dependents work outside of the home (if so, name and address of company, title of position, weekly wage)
- a. "If you have dependents, have any of them ever been arrested or convicted of criminal activity?"            Yes            No
11. A copy of any other employment authorization documents (i.e., Employment Authorization Card).
12. Current US mailing address and local home phone number
13. Foreign address and name of relative living in your home country (if applicants are currently outside the USA)
14. Copy of Social Security Card (for dependents, as well if they are in the US)
15. Dates of any other H visa stays in the United States (for dependents, as well).

16. The date that you want to begin H visa status.

17. If this is the initial H visa request, do you want 1, 2 or 3 year H status?

1 Year                      2 Years                      3 Years

18. A copy of original offer letter from the department.

19. Date you last entered the U.S. (should be listed on the I-94).

20. If you have submitted a petition for permanent resident status (green card), I need the Receipt Number and Receipt date.

Receipt Number

Receipt Date

21. Name of city and country through which the applicant will enter the United States if h/she is now outside of the U.S. The beneficiary will need to make an appointment for the H-1 visa at the U.S. consulate or the port of entry (airport) in this city. Please look at the U.S. Department of State website for consulate addresses and instructions.

22. If the applicant has dependents and they are here in the United States, the spouse or oldest child will be required to sign the I-539 form. (<https://www.uscis.gov/sites/default/files/files/form/i-539.pdf>)

Dependents Checklist

I-539 Form

Marriage Certificate/English Translation

Copy of each dependents' most recent I-94

Copy of each dependents' Passports

Copy of each dependents' Visa Information if the dependent is in the US. If they are not in the US, no documents are needed - the H-4 Visa can be acquired at a US Embassy or the port-of-entry with a cost of around \$100. Two passport -type photos are required for each dependent.

Copy of Social Security Card for dependents (if in the US)