

H-1B PETITION CHECKLIST FOR SCHOLAR

TRAVEL ADVISORY: ISSO strongly discourages traveling abroad between the time the H-1B petition is submitted and the initial start date (or extension start date) listed on the H-1B petition. Under certain circumstances, traveling on another visa status or a previous H-1B record may jeopardize the approval of H-1B status, and/or require additional travel plans abroad to ensure a valid duration of H-1B status. Please discuss your travel concerns with the ISSO office.

ISD SUBMISSION: Log in to ISD, enter or update required data fields and upload a PDF scan containing the below documents.

<input type="checkbox"/> Passport Page(s)	· Most recent passport biography page(s) with date of expiration shown
<input type="checkbox"/> All Diplomas or Certificates	· <u>All</u> University earned degrees, diplomas and certificates as proof of completion (undergraduate + graduate + medical degree, if applicable)
<input type="checkbox"/> Transcripts & List of Coursework	· <u>All</u> University transcripts and list of coursework. If the highest degree earned did not require coursework, submit letter on University letterhead from your institution's Dean or Dept Chair stating that coursework was not required to be awarded degree.
<input type="checkbox"/> Certified Translation of Degree (if not in English)	· Documents in a foreign language must be submitted with an English translation · The translation can be done by anyone other than the applicant or family member · Include the following statement with translator's signature, "I, [name of translator] certify that I am fluent in [foreign language] & English, and confirm that the attached translation is complete and accurate to the best of my knowledge."
<input type="checkbox"/> Academic Equivalency Evaluation	· A general or basic evaluation of all non-U.S. degrees are required through a NACES member organization .
<input type="checkbox"/> Medical License (if applicable)	· If position involves incidental patient care, include a valid license, 2113 certificate, 2168 certificate or in-lieu letter from the California Medical Board
<input type="checkbox"/> Curriculum Vitae	· <u>Current</u> CV with list of publications
Include any of the below if currently in the U.S. in a non-immigrant visa status (F, H, J, L, O, TN status, etc.), otherwise skip	
<input type="checkbox"/> Public Benefits Questionnaire & Release of UCSF Liability	· ISSO/HR are legally prohibited from providing advice on completing the Public Charge Questionnaire (pages 1-3). Visit http://www.uscis.gov/greencard/public-charge for more information
<input type="checkbox"/> Visa Stamp(s)	· All prior U.S. visa stamps issued by a U.S. embassy
<input type="checkbox"/> Most Recent I-94 Record	· Submit your most recent I-94 admissions record. Access most recent I-94 online .
<input type="checkbox"/> Form I-797(s) , if applicable	· All prior I-797 approval notices, if previously held H, L, O or TN status
<input type="checkbox"/> Form I-20(s) , if applicable	· All previously issued I-20 forms, including I-20 with OPT <u>approved</u> on page 2, I-20 with OPT STEM <u>approved</u> on page 2, and CPT I-20s
<input type="checkbox"/> Form DS-2019(s) , if applicable	· All prior DS-2019 forms, if held J status at any point in the past
<input type="checkbox"/> Waiver of 2-year Requirement (if subject to section 212[e])	· If ever in J status, and subject to the two year home residency requirement, provide either Form I-612 Waiver Approval Notice issued by USCIS, or U.S. Department of State's response regarding your Advisory Opinion (only if Advisory Opinion states that you are <i>not</i> subject to 212[e])
<input type="checkbox"/> Employment Authorization Card	· <u>All</u> previously held EADs, including F-1 OPT, F-1 OPT STEM, J-2 or L-2 status
<input type="checkbox"/> H-4 Dependent Application (if applicable)	· Original I-539 and I-539A forms , completed with dependents' original signatures · Dependent Waiver of Liability Form for I-539/I-539A · \$370 filing fee check, and \$85 biometrics fee check per applicant, payable to "U.S. Department of Homeland Security" · Dependents' passport, visa, I-94, I-797, I-20, DS-2019, marriage and/or birth certificate translated to English · Because the I-539/I-539A is a personal petition, ISSO is legally unable to provide advice on completing the forms