

## H-1B PETITION CHECKLIST FOR SCHOLAR

**TRAVEL ADVISORY:** ISSO strongly discourages traveling in & out of the U.S. while an H-1B petition is pending approval with USCIS. Under certain circumstances, traveling on another visa status or a previous H-1B record may jeopardize the approval of H-1B status. Please discuss your travel concerns with the ISSO office.

**H-1B EXTENSION AND/OR AMENDMENT:** Only documents with an asterisk (\*) below are required. It is not necessary to resubmit the other listed support documents that ISSO should already have on file.

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

<input type="checkbox"/> <b>Passport Page(s) *</b>	· Most recent passport biography page(s) with date of expiration shown
<input type="checkbox"/> <b>All Diplomas or Certificates</b>	· All University earned degrees, diplomas & certificates as proof of completion
<input type="checkbox"/> <b>Transcripts &amp; List of Coursework</b>	· All University transcripts & list of coursework
<input type="checkbox"/> <b>Certified Translation of Degree</b> (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, & the attached translation is complete & accurate to the best of my knowledge."
<input type="checkbox"/> <b>Academic Equivalency Evaluation</b>	· A general or basic evaluation of a non-U.S. degree is recommended · See NACES Members at <a href="http://www.naces.org">http://www.naces.org</a> for options on evaluation services
<input type="checkbox"/> <b>Medical License *</b> (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"/> <b>Curriculum Vitae</b>	· CV with list of publications
<b>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</b>	
<input type="checkbox"/> <b>Visa Stamp(s) *</b>	· All prior U.S. visa stamps issued by a U.S. embassy
<input type="checkbox"/> <b>Most Recent I-94 Record *</b>	· See <a href="http://www.cbp.gov/i94">http://www.cbp.gov/i94</a> for your most recent I-94 admissions record
<input type="checkbox"/> <b>Form I-797(s)</b>	· All prior I-797 approval notices, if previously held H, L, O or TN status
<input type="checkbox"/> <b>Form I-20(s)</b>	· All previously issued I-20 forms, if previously held F status, including <i>approved</i> OPT I-20, <i>approved</i> OPT STEM I-20 and CPT I-20s
<input type="checkbox"/> <b>Form DS-2019(s)</b>	· All prior DS-2019 forms. if previously held J status
<input type="checkbox"/> <b>Waiver of 2-year Requirement</b> (if subject to section 212(e))	· If in J status & subject to the two year home residency requirement, provide either U.S. Department of State (DOS) Advisory or Recommendation Letter to waive requirement, and/or Form I-612 Waiver Approval Notice issued by USCIS
<input type="checkbox"/> <b>Employment Authorization Card</b>	· All previously held EADs, including F-1 OPT, F-1 OPT STEM, J-2 or L-2 status
<input type="checkbox"/> <b>H-4 Dependent Application*</b> (if applicable)	· Original I-539 and I-539A forms ( <a href="http://www.uscis.gov/i-539">http://www.uscis.gov/i-539</a> ), completed & signed by dependents · <a href="#">Dependent Waiver of Liability Form for I-539/I-539A</a> · \$370 filing fee check, and \$85 biometrics fee check per applicant, payable to "Department of Homeland Security" · Dependents' passport, visa, I-94, I-797, I-20, DS-2019, marriage and/or birth certificate · Because the I-539/I-539A is a personal petition, ISSO is legally unable to provide advice on completing the forms