

H-1B PETITION CHECKLIST FOR SCHOLAR

TRAVEL ADVISORY: ISSO strongly discourages traveling in and 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 concerns about traveling abroad 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 and upload a PDF scan with the below documents.

<input type="checkbox"/> Passport Page(s) *	· Most recent passport biography page(s) with date of expiration shown
<input type="checkbox"/> Degree, Diploma or Certificate	· Degree, diploma or certificate as proof of completion
<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] and English, and 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 a non-U.S. degree is recommended · See NACES Members at http://www.naces.org for options on evaluation services
<input type="checkbox"/> Medical License * (if applicable)	· If position involves incidental patient care, include a valid license with California Medical Board, 2113 certificate or 2168 certificate
<input type="checkbox"/> Curriculum Vitae	· 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"/> Visa Stamp(s) *	· All prior U.S. visa stamps issued by a U.S. embassy
<input type="checkbox"/> Most Recent I-94 Record *	· See http://www.cbp.gov/i94 for your most recent I-94 admissions record
<input type="checkbox"/> Form I-797(s)	· All prior I-797 approval notices, if previously held H, L, O or TN status
<input type="checkbox"/> Form I-20(s)	· All prior I-20 forms, if previously held F status
<input type="checkbox"/> Form DS-2019(s)	· All prior DS-2019 forms. if previously held J status
<input type="checkbox"/> Waiver of 2-year Requirement (if subject to section 212(e))	· If in J status and 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"/> Employment Authorization Card	· If previously held F-1 OPT, J-2 or L-2 status
<input type="checkbox"/> H-4 Dependent Application * (if applicable)	· Original Form I-539 (http://www.uscis.gov/i-539), completed & signed by dependent · \$370 filing fee check payable to "Department of Homeland Security" · Dependents' passport, visa, I-94, I-797, I-20, DS-2019, marriage and/or birth certificate