

DOCUMENTS NEEDED FOR PREPARATION OF H-1B APPLICATION
COPIES ONLY

1. Employee's passport pages:
 - Picture/biographical identification pages.
 - Any pages with American Consulate issued visas.
 - Any pages with U.S. entry stamps (marked in red ink by U.S. Immigration).
2. Most recent 1-94 card (if in U.S.).
3. Documents showing evidence of beneficiary's prior and current status in U.S.
Submit all that apply:
 - Form 1-797 H-1 approval notice(s)
 - Form 1-797 L-1 approval notice(s)
 - Employment Authorization Document (EAD card)
 - Form 1-20 (evidence of F-1 student status)
 - Form IAP-66 J-1 visa
4. Detailed resume
5. Educational documents including all of the following that apply to the individual:
 - Diplomas
 - Transcripts
 - Credential evaluation

Please note that if documents are not in English, we will need an exact English translation and translator's certification.

6. Any family members here in U.S. with employee? Please note that the prospective employee is responsible for completing and providing the petition(s) (see above #7).