

EMPLOYEE'S H-1B DOCUMENT CHECKLIST

Below is a list of the documents that we request to initiate an H-1B petition. This list is provided as general information. Every case is different and may require slightly different information. Please note only photocopies are required:

Documents Required from All Candidates for H-1B Visa:

- Passport, visa, I-94 card, and ALL pages with stamps or writing on them
- Diploma, degree or other academic certificates (including certificates of completion of training courses)
- Academic transcripts and/or exam results
- Detailed Résumé or Curriculum Vitae
- Credentials Evaluation if your most recent degree is from a foreign institution
- Copy of experience letters from past employments
- Documentation of change of family name, where needed to correlate documents (marriage certificate)

H-1B visa holders

- Most recent I-797 approval notice
- Three most recent paystubs

For H-1B Extensions

- Your last three pay stubs
- Your most recent performance evaluation from your employer

H-4 visa holders (Spouses/Children)

- H-4 Visa holder's passport, visa, and most recent I-94 card
- Copy of Marriage Certificate
- I-797 Approval Notices for H-1B and H-4 visa holders
- Birth certificates of any children with H-4 status or seeking H-4 status, if they are to be included in the filing
- Three most recent paystubs for the H-1B holder

F-1 Visa Holders

- Form(s) I-20
- Employment Authorization Document (EAD), legible or with expiration date handwritten beside document (Please make sure that the photocopy of card is fully legible including A# and expiration of card)

J-1 Visa Holders

- Form(s) DS-2019
- 212(e) Waiver Approval Notice (if applicable)

Other EAD cardholders

Employment Authorization Document (EAD), legible or with expiration date handwritten beside document

DOCUMENTS REQUESTED FROM EMPLOYER:

- Copy of the most recent Profit/Loss Statement or Annual Report (necessary only if company has less than 100 employees)
- Company brochure if available
- If the employee will be placed at a third-party worksite (i.e. not at the offices of the employer):
 - Contract with end client or middle vendor
 - Work order or purchase order
 - End client letter

Using this document checklist does not constitute forming an attorney-client relationship, and you should not take or refrain from taking action based on this checklist.

For assistance with an H-1B filing or other immigration matter, please contact our office at 804-396-3412 or info@sumnerimmigration.com. We look forward to hearing from you!

