



H-1B VISA DOCUMENT CHECKLIST (USED FOR NEW OR TRANSFER H1B VISAS)

H1B applicants should have the following documents ready to upload in ISC Online

- Current resume or curriculum vitae;
- Copy of all diplomas/degrees and/or licenses. Included certified English translations if not originally in English;
- Copy of transcripts for each diploma/degrees. Included certified English translations if not originally in English;
- Credential Evaluations. If candidate received degrees outside the United States
- Print out or hard copy of current Form I-94 (i.e., Departure Record); (if applicable)
- Passport ID page (showing passport number, issue and expiration dates)
- Visa stamp in passport;
- *Only if you are currently on F-1 Optional Practical Training (OPT)* copy of Employment Authorization Document (EAD) Card and copy of last I-20 AB Form;
- *Only if you are currently on a J1 visa, provide the following* copy of last DS 2019 Form; and a copy of J-1 waiver approval if subject to 2-year home residency requirement (if applicable).

If current H1-B visa holder provide the following documents in addition to the above.

- Three (3) recent copies of pay stubs
- Copies of all prior approval notice(s) (I-797) for all prior visas to work in the U.S.

If applying for H4 visa for dependents provide the following

- Copy of Marriage Certificate-Included certified English translations if not originally in English;
- Birth Certificate(s)-Included certified English translations if not originally in English (*only for a child dependent*);
- Copy of Passport(s) showing passport number, issue and expiration dates;
- Print out or hard copy of current I-94 card(s);
- Copy of any previous approval notices – see below
 - If H4 –submit I-797 form
 - If F-2 - submit I-20 form
 - If J-2 – submit - DS 2019 form