

H-1B EMPLOYEE DOCUMENTATION CHECKLIST

Required Documents

- Copy of passport identity page
- Employee's most recent and up-to-date CV
- Copy of the diploma or certificate of the employee's highest degree, with transcripts if available (must be accompanied by English translation if credentials are not in English)
- A foreign credential evaluation is required if highest degree was granted by an institution outside of the United States. Some of the companies we have had success with are:
 - Morningside Evaluations- www.morningeval.com
 - Educated Choices- <https://www.educatedchoices.com/>
- If applicable, license to perform duties of the occupation

Immigration and Legal Status Documents

- If applicable, copy of most recent US entry visa
- If currently present in the US, copy of most recent I-94 (from <https://i94.cbp.dhs.gov> or Form I-797 change of status approval notice)
- If applicable, copies of previous or current US immigration documents such as:
 - H-1B approval notices,
 - Form I-20s and/or Form DS-2019s,
 - Employment Authorization Document (EAD) work permit cards,
 - I-140 receipts or approval notices, etc.
- If currently employed in the US in H-1B status (or on F-1 OPT or another status), three months of recent pay stubs documenting ongoing employment
- If previously or currently in J-1 exchange visitor status and subject to Section 212(e) two-year home residency requirement, copies of US Department of State waiver recommendation and USCIS waiver approval
- If applicable, ECFMG certificate and evidence of completion of USMLE steps I, II and III