

H-1B CHECKLIST for Employee:

- H-1B Prospective Employee Information Form (available to download on the website)
- Copies of **highest degree transcript and diploma** that fulfills the position requirements with translation if necessary.
One original transcript- an electronic or printed copy is acceptable. Send printed copies to the address below. Diploma may be a photocopy or scanned copy
- A Credential Evaluation is necessary if your degree is from a Non-US institution. Submit a copy of the original transcripts and the certified translation/evaluation of all degrees/diplomas/transcripts (if not in English). USCIS only accepts NACES member credential evaluations. Commonly used evaluation companies are: WES and ECE www.wes.org or www.ece.org A list of NACES members can be found here: <https://www.naces.org/members>
- Copy of Curriculum Vitae (CV) or Resume
- Copies of 6 most recent pay stubs for those currently employed in the U.S.
- Copy of Immigration documents to include:
 - o Passport Picture Page (color copy)
 - o Visa Stamp (color copy)
 - o I-94 record printed from- <https://i94.cbp.dhs.gov/I94/#/home>
 - o All I-20 or DS-2019 copies
 - o J-1 visa copy (if applicable)
 - o I-612 Waiver copy (if as a J visa holder, you were subject to 212(e))
 - o EAD card copies
 - o All I-797 Receipt or Approval Notices for H-1B, E-3, O-1 or Permanent Residency Petitions
 - o Other immigration information may be necessary if you were subject to 212(e) and are documenting the fulfillment of the 2-year home residency rule
- **IF AND ONLY IF** a dependent(s) will join you on your H-1B petition, you will need to submit a completed form I-539 for 1 dependent and I-539A forms for any subsequent dependents for all family members already in the U.S. changing status to H4 or extending H4 status. We will need copies of their immigration documents and documents linking them to you (marriage and birth certifications with certified translations). The I-539 and I-539A forms can be found here: <https://www.uscis.gov/i-539>
- I-539 fee is required ONLY if you will submit an I-539/I539A for dependent(s):
\$470 check or money order made payable to: “**US Department of Homeland Security**”
If possible, bring check or money order in person to OIPS. If you cannot drop the check off in-person, please mail to OIPS through a service with delivery confirmation.

Copies of scanned documents and forms may be submitted via our secure link: [G# secure link](#) if you have a G# **OR** [secure link](#) if you do not yet have a G#.

Please send your transcript and your I-539 and I-539 fee check(if applicable) to:

GMU Office of International Programs and Services

Attn: H-1B Advisor

4400 University Dr., MS4C3

Fairfax, VA 22030