

IMPORTANT: If you plan to travel outside the U.S. before the H-1B petition is approved, you must notify us **IMMEDIATELY** because travel affects the filing of the H-1B petition (and H-4 applications)

Documents Required for ALL H-1B Filings	
<ol style="list-style-type: none"> 1. Candidate Data Form 2. Passport photo/biography page <ul style="list-style-type: none"> ▪ If expired, also provide receipt for the renewal application 3. Most recent entry I-94 entry record (see I-94 Record) 4. Most recent visa (even if expired) 5. Any 212(e) waiver approval notice (if applicable and/or ever held J1/J2 status) 6. Updated CV/ Resume (be sure to note your graduation date) 7. Highest academic degree in its original language (with English translation if applicable) <ul style="list-style-type: none"> ▪ Professional credentials evaluation required for any degree earned outside U.S. ▪ Contact NDSU int'l advisor if an evaluation resource is needed 8. Copy of original PhD or MSc transcripts <ul style="list-style-type: none"> ▪ If highest academic degree is not yet completed, submit: <ol style="list-style-type: none"> 1) Letter from academic advisor (1) listing your area of study; (2) confirming you have defended your PhD/MSc on mm/dd/yyyy; (3) degree type you will receive and the field of study; (4) statement indicating diploma will be awarded upon receipt of final corrections by mm/dd/yyyy 2) Proof of successful defense (if applicable) → Report of Final Examination signed by advisor and defense committee members 3) Dissertation/thesis abstract 9. Any I-130/ 40 Approval Notice (if applicable) 10. Any pending I-485, I-765 (C26), I-131 receipt notices (based on a <u>pending Green Card</u>) 11. Any Approval Notice for "Change of Status" 	
If Your Current Status is:	Also provide these documents – in addition to those noted above:
H-1B	<ol style="list-style-type: none"> 1. ALL H-1B approval notices (I-797) <ul style="list-style-type: none"> ○ (and H-4 approvals, if applicable) 2. Any I-797 Approval Notice to Change Status
F-1	<ol style="list-style-type: none"> 1. ALL I-20s (not providing ALL documents will delay the petition) <ul style="list-style-type: none"> ○ I-20 instruction page not needed 2. Any I-797 Approval Notice to Change Status 3. ALL EAD cards for OPT or STEM-OPT (if applicable)
Send if you have ever held this status (even if not current) J-1/J-2	<ol style="list-style-type: none"> 1. ALL DS-2019s (not providing ALL documents will delay the petition) <ul style="list-style-type: none"> ○ DS-2019 instruction page not needed 2. Any 212(e) waiver approval notice (if applicable)
<p>Dependents wishing to obtain or extend H-4 status</p> <p>PLEASE NOTE:</p> <p>Dependents <u>outside the U.S.</u> apply for an H-4 visa based on the approved H-1B petition and proof of relationship to the principal H-1B worker.</p> <p>*The Faculty Immigration Team is willing to review the I-539 for completeness, but will not accuracy because it is a personal petition.</p>	<ol style="list-style-type: none"> 1. Form I-539 to change or extend status <u>inside</u> the US <ol style="list-style-type: none"> a. Draft the form for review by Faculty Immigration b. After review, the eldest [H4] dependent will sign the form <ol style="list-style-type: none"> i. <i>The H-1B worker is not listed on Form I-539 and does not sign the form unless the only [H4] dependent is a minor child.</i> 2. Check or money order payable to "US Department of Homeland Security" <ol style="list-style-type: none"> a. Filing fee found on USCIS.gov website: Form I-539 3. Documents Needed for each H-4 applicant: <ol style="list-style-type: none"> a. Passport photo/biography page with proof of expiration b. Most recent I-94 entry record c. Most recent visa (even if expired) d. Proof of each dependent's relationship to the principle H-1B worker (ex: marriage certificate and/or birth certificates) e. All H-4/previous H-1B approval notices (if any) f. All I-20s (if any) (instruction page not needed) g. All DS-2019s (if any) (instruction page not needed) h. All EAD cards, if any i. Any 212(e) waiver approval notice (I-612) (if applicable)