

## REQUIRED DOCUMENTS FOR H-1B CASES

### For new H-1B cases:

- Up-to-date resume, must include names of employers, dates of employment, job title, and job duties
- Copies of all diplomas and transcripts from universities which you have attended
- Copy of most recent Form I-94 (**front and back**) received upon entrance to the U.S. for you, your spouse and children (if applicable)
- Copies of all passports – exclude only blank pages – for you and each family member
- Copies of all prior approval notices (H-1B, H-4, L-1, etc.) and, if you are married and/or have children in the U.S., copies of all (H-1B, H-4, L-2, etc.) approval notices for your family members
- License or certification to practice profession (if applicable)
- Copy of marriage certificate (if applicable)
- Copy of birth certificate/s for any children born outside the U.S. (if applicable)
- Copies of any U.S. driver's licenses for you and dependent family members
- If currently working in the U.S.:** provide copies of your two most recent pay stubs (we may request copies of any newly issued pay stubs while processing your case until we have filed your petition with CIS)
- If you are currently in F-1 status:** Copies (front/back) of ALL Forms I-20 and Employment Authorization Documents (if applicable)
- If you have ever been in J-1 status:** Copies (front/back) of ALL Forms DS-2019, IAP-66 and waiver of two-year foreign residency requirement (if applicable)

### For H-1B extension cases:

- Up-to-date resume, must include names of employers, dates of employment, job title, and job duties. Include your work in the U.S., list actual employers, not clients.
- Copy of most recent Form I-94 (**front and back**) received upon entrance to the U.S. for you, your spouse and children (if applicable)
- Copies of all passports – exclude only blank pages – for you and each family member
- Copy of marriage certificate (if we are extending your spouse's stay)
- Copy of birth certificate/s for any children born outside the U.S. (if we are extending their stay)
- Copies of any U.S. driver's licenses for you and dependent family members

**We will request your 2 most recent pay stubs when we send the petition out for signature.**