



H-1B Visa Documents Checklist

Below please find information to assist you in completing the documentation for the H-1B petition.

NOTE: It is your responsibility to obtain the proper work authorization and to pay any related fees. Any information provided by CSUF Academic Employment Services should be used as a resource but should not be taken as official information or a guarantee for USCIS approval. It is suggested that you contact an attorney regarding permanent residency as soon as possible.

H-1B Visa documents prepared by CSUF:

- Cover Letter from the petitioner: California State University, Fullerton
- Request for Premium Processing Service I-907 (If applicable)
- I-129 and Supplement H Forms
- Copy of approved Labor Condition Application
- Notice to Union

Documentation/Information provided by beneficiary (faculty seeking H-1B visa).

This checklist may vary depending on your situation:

New and renewing H-1B applicants are required to submit the following:

- Copy of beneficiary's employment authorization card (if applicable)
- Copy of beneficiary's Ph.D. and/or Master's Diploma
- Copy of official transcripts of beneficiary for Ph.D. and or Master's
- Address of the institution(s) conferring degree(s)
- Resume of beneficiary
- Copy of 3 months of pay stubs (if employed and receiving pay)
- If your passport is expiring within the next 18 months, renew as soon as possible
- Copy of biographical and stamped pages of passport
- Copy of your current visa. If J-1 visa, is a homestay required?
- Copy of your current I-94
- (Renewal only) When does your driver's license expire? Is it tied to your H-1B visa expiration date?

Additional documentation/information checklists.

Please complete all checklists pertaining to your situation.

If you are currently outside the U.S. submit the following:

- What is your arrival date in the U.S.?
- What is the address of the embassy/consulate you will be using? Please contact them for specifics
- Dependents? Contact your local embassy
- Do you have a United States Social Security Card? If so, give number
- Did you receive your Ph.D. outside of the U.S.? If so, provide English translation of proof of degree/equivalency



If you are new to CSUF and currently in the U.S. submit the following:

- If you are in the U.S. and plan to travel internationally prior to your start date, what is your return date?
- Paycheck stubs for last 3 months if previously on H-1B at another University or if status is OPT
- Copy of your passport including all stamps since entering the U.S.
- Copy of your visa and current I-94 Form
- Copy of current documentation of F-1, J-1, TN, H-1 or other status

If you have dependents (spouse, children) submit the following:

- Copy of **dependent (spouse, children)** information if **H-4** visa is needed (Currently outside of U.S., see above)
- **I-539 Application to Extend/Change Nonimmigrant Status for dependents** completed and signed **Renewing:**
- Passport, current or prior visa, birth certificate or marriage certificate as appropriate and *separate check payable to U.S. DEPARTMENT OF HOMELAND SECURITY in US dollars on a U.S. Banking institution of \$370.00 for each dependent.*

Useful Websites:

U.S. Department of Labor Employment and Training Administration: <http://www.foreignlaborcert.doleta.gov/hiring.cfm>

Immigration and Naturalization Service: [USCIS Welcome](#)

Regards,

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