

Checklist of Documents for an H-1B Petition

Documents From Employer (Petitioner):

- A job offer letter and tentative start date
- Expected salary at the time when H-1B becomes effective
- Job description and location of employment (City & State)
- Brochures, Catalogs, and/or other electronic promotional materials relating to nature of the company and the H-1B work projects/services
- Annual report, if available
- Employee benefits brochure and/or summary
- Two most recent pay statements, if currently working in the U.S.

Documents From Employee (Beneficiary):

- Passport ID page
- U.S. visa stamps- all current and prior
- The most recent I-94 record, if currently in the U.S.
- Form I-797 Notice of Action Approval Notice(s) - all current or prior
- Employment Authorization Document (EAD) - all current and prior
- If current or former F-1 or J-1 student: all Form(s) I-20 or DS-2019
- If current or former J-1 visa holder: Evidence of Waiver or other evidence of not being subject to the two-year foreign residency
- Any other U.S. immigration-related documents
- Updated resume (with a detailed description of employment history)
- Educational documents (diplomas, transcripts, certificates, memberships, professional licenses, etc.) with translations
- Any U.S. equivalence evaluation for the foreign degree(s)



Note - the above is an initial general outline of documents required. More documents are likely to be needed.

***This material is not intended to substitute as legal advice.
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