



F-1 to H-1B Transition Checklist

1. Form I-9 Update

- Prepare to and Update I-9 Form.
- Review Labor Condition Application (LCA) to ensure wages, job title, and location align with H-1B filing.

2. Payroll Review and Tax Adjustments:

- Confirm salary meets LCA wage standards by October 1st.
- Update tax withholding regarding FICA and review benefits eligibility.

3. Travel Considerations:

- Advise against international travel until after transition to H-1B status.
- If travel abroad is needed, proactively plan for H-1B visa stamping.
- Employees must review the I-94 record by U.S. Customs Border & Protection (CBP) after re-entry.

4. Compliance and Documentation:

- Maintain Public Access File (PAF) complete and available for inspection.
- Maintain I-9 updated. Note that no E-Verify reverification should be required.
- Monitor and update I-9 / work authorization as needed.

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

Last updated: September 2024