

# Checklist B

## H-1B extensions for beneficiaries currently in the U.S.

- Beneficiary Worksheet

**If already employed at K-State please submit 3 copies if you plan to travel outside the U.S. within the next 9 months or 2 copies if you do not plan to travel of the following:**

- Up-to-date resume or Curriculum Vitae
- Documentation of any licenses or certifications needed to perform the job, if applicable
- Transcripts and diploma. (If your degree was awarded by an educational institution outside the U.S., you must submit a professional credential evaluation.)
- Most recent I-94 (front and back)
- Passport ID page and extension pages, if applicable and U.S. visa page
- All H-1B I-797 approval notices
- 3 most recent pay stubs
- All dates spent outside the U.S. This will need to be verified, so include copies of the passport pages showing exit and entry stamps as well as copies of all your previous I-94's if you have them. You can also submit copies of airline boarding passes if you do not have clear entry or exit stamps in your passport.
- Copy of the I-140 Receipt or Approval Notice, if applicable.
- Copy of the I-485 Receipt Notice, if applicable.

**If filing for dependents to extend their stay or change status to H-4 please submit 2 copies of the following:**

- Form I-539
- Proof of dependent relationship to H-1B applicant. [marriage/birth certificate and English translation]
- Photocopy of I-94 [front & back] for each dependent
- Passport ID page and U.S. visa page for each dependent.
- Evidence of nonimmigrant status [including but not limited to ALL previously issued i-20 or DS-2019/IAP-66, EAD cards] held at any time in the past.
- Check for \$300 payable to the **Department of Homeland Security**.

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104 International Student Center, Kansas State University  
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