

Checklist A

For All New H-1B beneficiaries at Kansas State University

(This includes those who are in the U.S. on a non-immigrant visa and are changing status to H-1B; those who are currently in H-1B status with another employer; and those who are outside the U.S. and will be applying for an H-1B visa.)

Beneficiary Worksheet

3 photocopies of the following:

I-94 (front and back), if in the U.S.

Resume or Curriculum Vitae

Diploma & English translations. (If your degree was awarded by an educational institution outside the U.S., you must submit a professional credential evaluation.)

Transcripts & English translations

Passport (Passports must be valid for at least 6 months into the future if outside the U.S.) This includes the Identification page as well as any extension pages and the U.S. visa page.

If currently in the United States in a status other than H, provide evidence of nonimmigrant status [including, but not limited to ALL previously issued I-20's or DS- 2019's/IAP-66's or EAD cards] held at any time. Provide a listing of all non-immigrant statuses held and the dates for each status.

Home Residency Requirement waiver approval, [applies to some J-1/J-2 visas holders], if applicable.

If currently in H-1B status, submit copies of all I-797's (Approval Notices) as well as copies of your three most recent pay stubs or vouchers.

If currently in H-4 status, submit copies of all your I-797's (Approval Notices) as well as copies of the principle's I-797's.

If you have a Labor Certification on file, copies of the Receipt Notice or the Approval Notice.

If you have filed an I-140, copies of the Receipt Notice or Approval Notice, if it has been approved.

If you have filed an I-485 or are a derivative of an I-485 (Adjustment of Status), copies of the Receipt Notice.

Documentation of any licenses or certifications needed to perform the job, if applicable

If filing for dependents to change status to H-4 (for those in the U.S.) or if currently in H-4 status to extend status submit 2 copies of the following:

Form I-539

Fee for the I-539 - \$300 (\$290 beginning 11/23/2010) check payable to the Department of Homeland Security.

Proof of dependent relationship to H-1B applicant. [marriage/birth certificate and English translation]

Copy of the I-94 [front & back] for each dependent

Passport identification 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
- If currently in H-4 status, copies of all I-797's (Approval Notices).
- If any of the dependents are a derivative of an Adjustment of Status, copies of the I-485 Receipt Notice.

International Student & Scholar Services
104 International Student Center, Kansas State University
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