



University of Connecticut
Office of the General Counsel

H-1B REQUEST ITEM CHECKLIST FOR BENEFICIARY

Submit the following required documents. All copies that require signatures must be **in BLUE INK.**

Note: Additional information may be requested.

ATTENTION: Please prepare **three (3) copies** of each document as indicated below.

Beneficiary's Name: _____

Department: _____

A. All Beneficiaries:

- Photocopy of diploma/certificate in English for highest degree and/or the degree in the field of study directly related to the offered position. If the degree is from abroad and the educational institution cannot issue the required document in English, attach ORIGINAL certified English translation.
- Photocopy of transcripts if your field of study is not indicated on diploma/certificate, and certified English translation if applicable.
- Photocopy of official foreign degree equivalency/credential evaluation if the degree above is from abroad.
- Original signed and notarized Certification of Accuracy for Translation of Foreign Language Document(s) (OGC 426) *IF* you attach an English translation completed by a private party that does not contain its own certification.
- Current curriculum vitae.
- Photocopy of I-94 (front & back) from the most recent official entry into the U.S.
- Photocopy of entry visa in passport.
- Photocopy of passport identification page including the expiration date (must be valid more than 6 months into the future).
- List of your former employers, positions, employment period (mm/dd/yyyy) and visa status while being with each employer and each position.
- If you are currently employed in the U.S., submit photocopies of the most recent pay stubs for the past three months from your current U.S. employer.

B. Personal check for associated filing fees for the H-1B petition (in U.S. dollars payable to Department of Homeland Security (DHS)):

- Optional: \$1,225 Premium Processing Fee: Premium Processing service provides an opportunity to obtain faster processing of the petition. The USCIS will respond within 15 calendar days to those who choose to use this service (payable by department or beneficiary). The check must be no more than 6 months old.*

IN ADDITION, any beneficiary currently in the U.S. must submit the following:

C. If in F-1 or F-2 status:

- Photocopies of all previous I-20s (all pages).
- If currently on F-1 Optional Practical Training (OPT), photocopy of Employment Authorization Document (EAD).
- If currently in F-2 status, photocopy of F-1 principal's I-94 (front and back).

An Equal Opportunity Employer

Budds Building
343 Mansfield Road Unit 1177
Storrs, Connecticut 06269-1177

Telephone: (860) 486-5796
Facsimile: (860) 486-4369
email: generalcounsel@uconn.edu

OGC 425 H-1B Beneficiary Checklist
Rev. 12/19/2016
Page 1 of 2

D. If you are currently or have ever previously been in J-1 or J-2 status:

- Photocopies of all previous IAP-66/DS-2019 (all pages).
- Photocopies of all previous J-1 or J-2 visa stamps from your passport.
- If you have been subject to the 212(e) 2-year home residency requirement,
 - Photocopies of “No Objection” letter issued by U.S. Dept of State and/or USCIS I-797 Approval Notice or I-797 Receipt Notice (if received) for 212(e) waiver, **OR**
 - Photocopy of proof that you have completed the 212(e) requirement (e.g. entry and departure stamps in your passport given by your country’s immigration).
- If in J-2 status, photocopy of J-1 principal’s I-94 (front and back).
- Photocopy of Employment Authorization Document (EAD), if applicable.

E. If in H-1B or H-4 status:

- Photocopies of all previous I-797 Approval Notice(s).
- If applying for an H-1B extension with UConn, submit photocopies of the most recent pay stubs for the past three months from UConn.
- If currently in H-1B status with another employer, submit an original letter from current employer stating you are currently employed and photocopies of the most recent pay stubs for the past three months.
- If in H-4 status, submit photocopies of H-1B principal’s I-94 (front and back) and evidence of H-1B principal’s maintenance of status (letter from current employer and/or most recent pay stubs from current employment).

F. If dependent(s) are in the U.S. and need to apply for H-4 status, the dependents must submit the following:

- Form I-539 (Form I-539 available at the USCIS Website at <http://www.uscis.gov/files/form/i-539.pdf> and <http://www.uscis.gov/files/form/i-539instr.pdf> completed by the spouse (if no spouse, then oldest child).
- Photocopies of all dependents’ previous I-797 Approval Notices, if applicable.
- Photocopies of all dependents’ I-94(s), entry visa(s), and passport identification page(s) with the expiration date (must be valid more than 6 months into the future) and any other evidence of entering legally and maintaining status.
- \$370 I-539 filing fee (personal check in U.S. dollars payable to “Department of Homeland Security”; the check must be no more than 6 months old).
- Photocopies of the document certifying the relationships between the H-1B beneficiary and all dependents (e.g. marriage certificate for a spouse and birth certificate for a child). Attach a certified English translation if not in English.
- Employment Authorization Document (EAD) and/or all previously issued I-20s/DS-2019s, if applicable.

G. If in TN or TD status:

- Photocopies of all previous I-797 Approval Notices, if applicable.
- If currently in TN status with UConn, submit photocopies of the most recent pay stubs from UConn for the past three months.
- If currently in TN status with another employer, submit an original letter from your current employer stating you are currently employed and photocopies of the most recent pay stubs for the past three months.
- If in TD status, submit photocopies of TN principal’s I-94 (front and back), I-797 approval notice (if applicable), and evidence of TN principal’s maintenance of status (letter from current employer and/or most recent pay stubs from current employment).

H. If you have a pending or approved Immigrant Petition with USCIS:

- Photocopies of I-797 Receipt and/or Approval Notice(s) for any I-140 Immigrant Petition for Alien Worker or I-130 Petition for Alien Relative.