

REQUEST FOR DOCUMENTATION FOR H-1B PETITIONS

Please check that each document requested within your category is submitted.

A.- FOR J-1's CHANGING STATUS TO H-1B

- Photocopy of your passport
- Photocopy of your current I-94 (both sides)
- Photocopies of your dependents passports and I-94's (both sides)
- Photocopies of marriage license and translations
- Photocopies of all DS-2019/IAP-66 forms and evidence of not being subject to the 2 year home residency requirement
- Waiver, if subject to the 2 year home residency requirement
- Job Offer Letter
- Photocopies of highest diplomas earned
 - Translation(s) if not in English
 - Evaluation of foreign diploma

- Curriculum Vitae, including list of publications

B.- FOR F-1's CHANGING STATUS TO H-1B

- Photocopy of your passport
 - Photocopy of your current I-94 (both sides)
 - Photocopies of your dependents passports and I-94's (both sides)
 - Photocopies of marriage license and translations
 - Photocopy of I-20 form
 - Photocopy EAC card if on optional practical training
 - Job Offer Letter
 - Photocopies of highest diplomas earned
 - Translation(s) if not in English
 - Evaluation of foreign diploma

 - Curriculum Vitae, including list of publications
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C.- EXTENSIONS OF H-1B's

- Photocopies of previous H-1B approval notices (Form I-797)
- Photocopy of your current I-94 (both sides)
- Letter from the Department requesting extension of stay
- Photocopies of your dependents passports and I-94's (both sides)
- Photocopies of highest diplomas earned
 - Translation(s) if not in English
 - Evaluation of foreign diploma
 - Curriculum Vitae, including list of publications

D.- NEW H-1B PETITIONS OUTSIDE THE UNITED STATES

- Photocopy of your passport
- Job Offer Letter
- Photocopies of highest diplomas earned
 - Translation(s) if not in English
 - Evaluation of foreign diploma

- Curriculum Vitae, including list of publications

E.- H-1B HOLDERS SEEKING EMPLOYMENT AT UALBANY

- Photocopies of previous H-1B approval notices (Form I-797)
- Photocopy of your current I-94 (both sides)
- Photocopies of your dependents passports and I-94's (both sides)
- Job Offer Letter Copies of W-2 forms and check stubs
- Photocopies of highest diplomas earned
 - Translation(s) if not in English
 - Evaluation of foreign diploma
 - Curriculum Vitae, including list of publications

A.- FOR H-4 CHANGING STATUS TO H-1B

- Photocopy of your passport
 - Photocopy of your current I-94 (both sides)
 - Photocopies of your dependents passports and I-94's (both sides)
 - Photocopies of marriage license and translations
 - Photocopies of all previous immigration documents
 - Job Offer Letter
 - Photocopies of highest diplomas earned
 - Translation(s) if not in English
 - Evaluation of foreign diploma

 - Curriculum Vitae, including list of publications
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