

Required Documents for H-1B Application

From Prospective H-1B Employee:

1. Both sides of I-94 card
2. Biographic and Visa pages from passport
3. Copy of all I-20's and DS-2019's
4. Copy of all EAD cards
5. Copy of all I-797's (if applicable)
6. Curriculum Vitae (resume) with publication list
7. Copy of highest academic degree and previous degrees and transcripts. If the transcript and the diploma are from outside the US, a credential evaluation must be submitted. (ASU can obtain at the expense of the sponsoring department)
8. Proof of '2 year home residency requirement completed' (only applicable if J-1 status and subject to 2 year home residency requirement). USCIS waiver is acceptable.
9. Copy of the most recent pay stub of current employer (if employed).

From Sponsoring Department:

1. H-1B Information Sheet
2. Optional Premium Processing fee of \$1225 payable to the Department of Homeland Security (optional fee for faster processing)

From Dependents (if applicable):

1. Form I-539 prepared and signed by the spouse for a change of status or extension of status to coincide with the petition dates for the H-1B beneficiary.
2. Form I-539 fee of \$290
3. Copy of both sides of the dependents' I-94 card
4. Copy of dependents' biographic and visa page in passport
5. Copy of marriage certificate (if dependent is a spouse)
6. Copy of birth certificates (if dependent is a child)

Please contact Maria Muñoz at extension 2891 with any questions.