

## H-1B CHECKLIST

### From **Department**:

- Create Request in TDS Scholar Portal and provide requested information.
- Upload Job Description and offer/appointment letter.
- Request filing fee checks from Accounts Payable and provide check #s to VISA Office.

### From **Employee/Prospective Employee**:

- After your department creates the sponsorship request, you will receive an invite to the TDS Scholar Portal. Login and complete all required forms.
- Upload the following:
  - PDF of current passport
  - PDF of your current non-immigrant status, i.e. I-20, I-797, DS-2019 (if any)
  - PDF of your up to date resume or curriculum vitae
  - PDF of all educational diplomas and transcripts with English translation.
    - i. If your highest degree was obtained outside of the United States, you must obtain a credentials evaluation. We recommend Morningside Evaluations or Park Evaluations.
  - PDF of your most recent I-94 (if any)
  - PDF of your most recent visa stamp (if any)
- If you are in the US and your family is with you, you are responH-4 status. If you provide the completed I-539/I-539A, fees, and supporting documentation (see below) our office will submit them with your application.
  - Filing fees: (visit <https://www.uscis.gov/forms/filing-fees> for current fees)
  - PDF of passport(s)
  - PDF of current nonimmigrant status (Forms I-20, I-797, DS-2019, and or any EADs)
  - If you are currently employed, copies of your last three paystubs
  - Evidence of relationship between you and your dependents, with English-language translation, such as copies of marriage certificate for spouse and/or birth certificate(s) for children under 21.
  - PDF of their most recent I-94(s)
  - PDF of their most recent visa stamp(s)
- ***NOTE: If your family is outside the US, no paperwork for them is filed with your H-1B. Your family will need to apply for H-4 visas at a U.S. consulate outside the U.S. after your H-1B is approved. However, please provide information regarding your family so that we have the information in our files.***

Questions? Contact the VISA Office at visa@case.edu or 216.368.6964.