

Checklist for H-1B Visas (New, extension, amendment, or transfer)

Items needed from your department

- 1. H-1B Job Description form ([download form](#))
- 2. [Export Controls Questionnaire](#)
- 3. Internal wage documentation

Select appropriate option for type of position:

- A. **Postdoctoral research scholar positions** (Include _____ Postdoc Pay Plan and _____ Postdoc Spreadsheet with the beneficiary of the H-1B visa.)
 - B. **Faculty positions** (Include a completed [Wage Worksheet](#).)
 - C. Clinical residents or fellows, include:
 - Current House Staff Pay Scale
 - Contract letter for offered period of clinical training indicating PGY level and salary.
 - D. Classified positions (Include completed [H-1B Actual Wage worksheet for classified staff](#). [Email](#) to Compensation. [Email](#) a copy to OIA.)
- 4. H-1B Agreement to Pay Return Transportation Costs ([Download agreement](#), edit, print on letterhead, and request signature from the Department Chair.)
 - 6. H-1B support letter from supervisor ([draft](#))
Please download and use this Word document to complete a draft of the support letter. The draft can be included in the H-1B packet submitted to the OIA. A signed letter will be requested later once a Senior Immigration Specialist has reviewed the H-1B packet.
 - 6. For faculty with patient care responsibilities and medical residents/fellows (For all others, leave blank)
 - A. Documentation of Texas medical license
 - B. Copy of USMLE Steps 1, 2, and 3 results
 - C. Copy of ECFMG Certificate

- 7. H-1B filing fees (Use documentation available at the [H-1B fees](#) page to request UTSW checks payable to the U.S. Department of Homeland Security.)

Items Needed from Employee/Beneficiary (give to departmental contact)

Contact the Office of International Affairs with questions and to discuss any international travel plans.

- 8. [H-1B Fact Sheet](#)
- 9. [Immigration History Form for H-1B application](#)
- 10. Curriculum vitae
- 11. Copy of final degree, with English translation
- 12. Degree equivalency evaluation, if foreign degree (See list of [credential equivalency evaluation entities](#).)
- 13. Official transcripts (with English translation if applicable)
- 14. Copy of foreign passport biographic page
- 15. Copies of all U.S. immigration status documents, if any (e.g., visa stamp, I-94, I-20, DS-2019, I-797)
- 16. Waiver of two-year home residency requirement (if applicable)
- 17. If currently in H-1B status, copies of paycheck summaries for previous three months

For employee/beneficiary with dependents in the U.S.

- 18. Copies of all U.S. immigration status documents, if any (e.g., I-94, I-20, DS-2019, I-797)
- 19. Copy of marriage certificate and/or birth certificate with English translation
- 20. Copy of dependent's foreign passport biographic page and visa pages (if any)
- 21. [I-539 form](#) from the U.S. Citizenship and Immigration Services, completed and signed by the primary dependent (usually a spouse) with supplement completed for all other dependents
- 22. Fee (See [H-1B fees](#).)