Documentation listed below is required for all new H-1Bs, H-1B extensions and amendments.

**Employee’s Documents**

- **Non-Immigrant Questionnaire** (1 copy)

3 copies of each of the following:
- Certification of True Copies
- Offer Letter
- Degree Certificate (translated if not in English)
- Copy of transcript of qualifying degree
- Credential Evaluation if degree earned abroad
- Curriculum Vitae
- Passport (color copies of all stamped pages of all passports in your possession)
- Copies of all I-140 and I-485 receipt/approval notices, filed by any party on your behalf, if applicable
- If subject to the 2-year home rule, provide either a US Department of State “no objection” letter or Department of Homeland Security approval of waiver

**AND 3 COPIES OF THE FOLLOWING DEPENDING ON YOUR CURRENT STATUS**

<table>
<thead>
<tr>
<th>Current Status</th>
<th>Documents Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>J-1/J-2</td>
<td>I-94, DS-2019</td>
</tr>
<tr>
<td>F-1/F-2</td>
<td>I-94, I-20, Employment Authorization Card if on OPT</td>
</tr>
<tr>
<td>H-1B Transfer</td>
<td>I-94, All I-797s, Last 3 months’ pay statements, Most recent W-2</td>
</tr>
<tr>
<td>H-1B Extension</td>
<td>I-94, Current I-797, Last 3 months’ pay statements, Most recent W-2</td>
</tr>
<tr>
<td>H-4</td>
<td>I-94, All I-797s, Spouse’s I-797, Spouse’s last 3 months’ pay statements, Spouse’s most recent W-2</td>
</tr>
</tbody>
</table>

**Dependents requiring H-4 status**

The employee is solely responsible for the I-539 form for dependents in the US that require H-4 status. Form I-539 and its instructions can be found at [http://www.uscis.gov/portal/site/uscis](http://www.uscis.gov/portal/site/uscis). ISFS will neither review nor recommend on I-539 filings. ISFS will only enclose it and the supporting documentation provided by the employee with the I-129 as a complementary service. Advice on completion of the I-539 and supporting documentation may be sought from an immigration attorney.
Employer’s Documents

Submit 1 copy of each of the following:

a. Actual Wage Worksheet
b. Actual Wage Memorandum
c. Employer Statement Regarding Filing of a Labor Condition Application
d. Department Request for a Prevailing Wage Determination
e. Position Description
f. Deemed Export Control Attestation with memo
g. AG-713 Export Controls Compliance Review for Texas A&M AgriLife employees only

FOR TAMU SYSTEM MEMBERS ONLY:

Evidence of Restricted Party Screening

Attach the Department’s FedEx airbill, OR
Provide the Department’s FedEx account # _________________________ & FAMIS account # _________________________

Employer’s Filing Fees

Provide separate checks for each fee. Checks must be payable to Department of Homeland Security.

- $325 Standard Filing Fee
- $500 Fraud Prevention & Detection Fee (new or transfer H-1Bs only)
- $1,225 Premium Processing Fee (optional)