

### EMPLOYEE CHECKLIST

Please submit the following items to the International Employee & Scholar Advisor in International Programs. For questions concerning the H-1B process or the required documentation, please contact Keeli Nelson at keelinelson@ku.edu.

PLEASE DO NOT STAPLE  
DOCUMENTS.

- H-1B Employee Data Sheet**
- 2 Copies of all current and previous immigration documents:**
  - H status: current and previous I-797 Notice of Action (approval)
  - F status: all I-20s issued and EAD card(s) for OPT, if applicable
  - J-1 status: all DS-2019s or IAP-66s, letters authorizing Academic Training, and waiver of the 2-year home residency requirement (212e), if applicable.
  - J-2 status: include copies of any EAD cards, all DS-2019s or IAP-66s, and waiver of the 2-year home residency requirement (212e), if applicable.
- 2 Copies of Resume or CV**
- 2 Copies of documentation of highest degree earned**
  - 2 Copies of the diploma (or if diplomas has not yet been received, 2 final transcript verifying that the degree has been awarded)
  - If your degree was earned outside the U.S., you must additionally obtain a credential evaluation to verify that your degree is equivalent to one awarded in the U.S. at the same level. Contact IP for more information.
- 2 Copies of the following documentation (please do not alter the scan or photocopies):**
  - 2 Copies of your passport page showing photo, date of birth, and expiration date;
  - 2 Copies of current visa stamp, front & back of I-94 card, if currently in U.S.;
  - 2 copies of the I-140 Receipt or Approval Notice, if applicable;
  - 2 copies of the I-485 Receipt Notice, if applicable.
- 2 copies of two to three most recent paystub (if applying for concurrent employment or change of employer)**

**Dependents:** If your dependents are currently in the U.S., please submit the following items for each dependent you wish to change to or extend his/her H4 status with Form I-539:

- 2 copies of passport identification page(s); with expiration date;
- 2 copies of front & back of I-94 card and visa page(s)
- 2 copies of marriage certificate and/or birth certificate, translated into English.
- 2 original letters from H-1B applicant verifying his/her ability to support dependent(s) while in the U.S.;
- 1-\$370 check, application fee for Form I-539, payable to "Department of Homeland Security."

*If dependent(s) are coming directly from overseas, no need to submit the I-539 or immigration documents for the dependent(s) will need to apply for H4 visa(s) before entering the U.S.*