

**Document Checklist: H-1B Employee**Uploaded by prospective employee

University of Missouri

The following documents must be uploaded to myStatus by the prospective H-1B employee. All documents should be in PDF format.

Required documents	Upload under this category in myStatus
Passport bio page	Current immigration: Current passport
<ul> <li>I-94 record</li> <li>Your I-94 record is <u>available online</u>.</li> <li>If you have never entered the U.S., this is not required.</li> </ul>	Current immigration: Current I-94 entry document
<ul> <li>Pay stubs</li> <li>Upload pay stubs from the last three months.</li> <li>This is required only if you are currently employed in the U.S.</li> </ul>	Current immigration: Most recent pay stubs
<ul> <li>Current immigration status (if currently in the U.S.)</li> <li>F-1: Most recent I-20</li> <li>J-1: Most recent DS-2019</li> <li>H-1B: Most recent I-797 approval notice</li> </ul>	Current immigration: Current F-1 or J-1 student status letter form the institution
Resume or CV	Resume: Resume
<ul> <li>Diploma and transcript</li> <li>Upload a copy of the highest degree completed, translated and notarized if not in English.</li> <li>A letter of completion is required if the diploma is not available yet.</li> </ul>	Academic information: Academic degree certificates
<ul> <li>Degree evaluation</li> <li>If you earned your degree from a non-U.S. institution, you must submit a credential evaluation.</li> <li>Review a <u>list of credential evaluation companies</u>.</li> </ul>	Academic information: Foreign degree credential evaluation certification
Immigration history  Upload all previous versions of the following, if applicable:  Uisa pages and entry stamps  I-20s and/or DS-2019s  I-797 approval notices  EAD cards  I-140 and/or I-485 receipt and approval notices	Immigration history
o I-612 J-1 waiver	J visa two-year residency requirement: Evidence of waiver approval notice from USCIS

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Beneficiary's dependents changing or extending status in the U.S.

## **Dependent documentation**

Dependents currently in the U.S. will need to apply for H-4 status. Upload the following for each dependent only if they are current in the U.S.

- Form I-539, completed by dependent
- Form I-539A for each additional dependent
- Passport bio page
- I-94 record
- Proof of current immigration status
- Copies of previous immigration documents
- EAD cards, if applicable
- Marriage and birth certificate(s), translated and notarized if not in English

USCIS requires \$470 (for paper filing, \$420 for online filing) to file Form I-539. This can be paid by personal check or credit card (Form G-1450).

Dependents currently outside the U.S. may apply for an H-4 visa at a U.S. embassy after the H-1B petition has been approved. No action is required at this time.