

UNITED STATES

H-1B PETITION

DOCUMENT CHECKLIST

Check your “Documents” folder in our online portal and upload copies of the following if you have not done so already:

YOUR required documents

- Passport biographic and signature pages
- Up-to-date resume (CV) that includes dates with each employer, each position held, and duties
- All degrees, diplomas, and transcripts (if this is your first H-1B, let us know as soon as possible if your degree is from a for-profit university in the United States)
- Any education evaluations, training certificates, and experience letters, if previously issued to you
- Current U.S. visa and all previous U.S. visas
- Most recent Form I-94 “Arrival/Departure” Record
- All current and previous U.S. immigration paperwork, including:
 - Prior approval notices (Form I-797)
 - Form(s) DS-2019
 - Form(s) IAP-66
 - Form(s) I-20
 - Employment Authorization Card(s)
- 3 most recent pay statements from current U.S. employer

Your DEPENDENTS’ required documents (if applicable)

Your spouse and unmarried children under 21 years of age are eligible to accompany you to the U.S. in H-4 dependent status. Note that civil unions and domestic partnerships are not sufficient to obtain a dependent H-4 visa. An alternative visa may be available depending on the circumstances, so please contact your legal team with any questions about eligibility for your dependents.

- Passport biographic and signature pages for each family member
- Marriage certificate
- Children’s birth certificates listing you and your spouse as parents
- Most recent Form I-94 “Arrival/Departure” Record for each family member
- All current and previous U.S. visas and other immigration paperwork for each family member

Documents in a language other than English must be accompanied by English translations. BAL will arrange the translation for all required documents, if client authorizes this service.

Academic degree(s) and/or experience may require an evaluation. Cases with complex evaluation issues may take longer to process.

PDF is the preferred file format for your document uploads.

Please note that we may request additional documents if needed.