



*Foreign National Program
Human Resources*

Checklist For Requesting an H-1B Visa

Physicians who will have any patient care responsibilities must obtain an appropriate Colorado license for the appointment from the Colorado State Board of Medical Examiners prior to filing the petition. A copy of the license must be submitted along with all other documents within your category.

1. NEW H-1B PETITIONS -- OUTSIDE THE UNITED STATES

- H-1B Request Memo to Human Resources – *template can be emailed to you by HR*
- Copy of offer letter to applicant – *template can be emailed to you by HR*
- National Jewish check for \$1,250 made payable to **University of Colorado Denver** (*service fee - must be paid by National Jewish, not applicant*)
- National Jewish check for \$500 made payable to US Department of Homeland Security (*anti-fraud fee – must be paid by National Jewish, not applicant. Only applies to NEW petitions - not extensions*)
- National Jewish check for \$325 made payable to the U.S. Citizenship and Immigration Services (USCIS) - I-129 filing fee. (*Must be paid by National Jewish, not applicant*)
- Check for \$290 made payable to the U.S. Citizenship and Immigration Services (USCIS) for H-4 dependents, only if they are all ready in the United States. (*Can be paid by National Jewish or applicant.*)
- Check for \$1,225 made payable to the USCIS (*optional Premium Processing – can be paid by National Jewish or applicant*)
- Copies of highest diplomas earned
 - Translation(s) if not in English
 - Evaluation of foreign diploma or official transcript (if required)
- Curriculum Vitae, including list of publications
- Copy of applicant's passport biodata page
- Copy of dependent's passport biodata page – *if applicable and all ready in the U.S.*
- Copies of children's birth certificates and translations – *if applicable and all ready in the U.S.*
- Copy of marriage license and translation – *if applicable and all ready in the U.S.*
- See #4 below, if applicable
- Actual Wage Memo – provided by Human Resources
- ISSS Questionnaire – provided by Human Resources

2. EXTENSIONS OF H-1B PETITIONS - In addition to the items in #1 above and #4 below

- Copies of applicant's previous H-1B approval notices (Form I-797)
- Copies of applicant's visa and current I-94 card (both sides)
- Copies of dependent's visas and current I-94 cards (both sides) – *if applicable*
- Copies of last 2 pay stubs

3. H-1B HOLDERS SEEKING TRANSFER TO NJH - In addition to the items in #1 and #2 above and #4 below

- Copies of W-2 forms and pay advice or check stubs from current employer

4. IF EVER BEEN IN J-1 OR J-2 STATUS IN THE PAST- In addition to the items in #1 above

- Copies of all IAP-66 / DS-2019 forms and evidence of not being subject to the 2-year home residency requirement
- Copies of applicant's visa
- Department of State Waiver, if subject to the 2-year home residency requirement
- Dates of actual presence in the United States in J-1 or J-2 status (entry and departure dates)

5. CURRENT J-1s CHANGING STATUS TO H-1B – In addition to the items in #1 above

- Copies of applicant's visa and current I-94 card (both sides)
- Copies of dependent's visas and current I-94 cards (both sides) – *if applicable*
- Copies of all IAP-66 / DS-2019 forms and evidence of not being subject to the 2-year home residency requirement
- Department of State Waiver, if subject to the 2-year home residency requirement

6. CURRENT J-2s CHANGING STATUS TO H-1B – In addition to the items in #1 above

- Copies of applicant's visa and current I-94 card (both sides)
- Copies of dependent's visas and current I-94 cards (both sides) – *if applicable*
- Copies of all IAP-66 / DS-2019 forms issued to spouse and J-2 holder and evidence of not being subject to the 2-year home residency requirement
- Department of State Waiver, if subject to the 2-year home residency requirement

7. H-4s CHANGING STATUS TO H-1B – In addition to the items in #1 above and #4 above

- Copies of applicant's visa and current I-94 card (both sides)
- Copies of dependent's visas and current I-94 cards (both sides) – *if applicable*
- Copies of all previous immigration documents

8. F-1s CHANGING STATUS TO H-1B - In addition to the items in #1 above and #4 above

- Copies of applicant's visa and current I-94 card (both sides)
- Copies of dependent's visas and current I-94 cards (both sides) – *if applicable*
- Copy of I-20 form
- Copy of EAD card if on optional practical training

9. ALL OTHERS – Contact Human Resources for documentation requirements - In addition to items in #1 above