

# H-1B Employee Document Checklist

Please review this checklist to ensure you have all documents required for your H- 1B request in Sunapsis.

**Certified English Translations:** Any documents not in English must be accompanied by a certified translation. The signed certification must state: I certify this is a true and literal translation of the original document and I am proficient in the English and \_\_\_\_\_ (insert language of document) languages.

## Identity Document

- Passport biographical and expiration page(s).

## Education And Employment

- Diploma (highest degree).
  - If your degree was earned at a **non-U.S. institution**, a **credential evaluation** is required. Review the list of reliable credential evaluation services on the [NACES website](#).
- Transcript, if applicable.
- Resume or Curriculum Vitae, including list of your publications.

### If your position requires a license to practice:

- Copy of license to practice in Maryland.
- **Physicians:**
  - Evidence that you have passed USMLE Steps 1, 2 and 3.
  - Copy of ECFMG certificate (international medical graduates only).
  - Copy of any board certifications, if applicable.

## U.S. Immigration History

### If you are currently in the United States...

- Current visa stamp (not applicable for citizens of Canada or Bermuda).
- Most recent I-94 admissions document, obtained from [CBP's website](#).

- If you have changed or extended your status since entering the U.S., your USCIS approval notice for the new status.
- Documents specific to your immigration status and maintenance:

Current Status	Required Documents
<b>H-1B</b>	All I-797 approvals. Your three most recent paystubs.
<b>F-1</b>	All I-20s – including practical authorizations and employers. EAD card(s), if applicable. Evidence of F-1 status maintenance: <ul style="list-style-type: none"> <li>• Transcript demonstrating full-time enrollment.</li> <li>• Your three most recent pay stubs, if applicable.</li> <li>• Evidence of complying with OPT unemployment limits.</li> </ul>
<b>J-1</b>	All DS-2019s issued to you. Waiver of two-year home residency requirement, if applicable. Your three most recent pay stubs.
<b>H-4</b>	Your EAD card(s), if applicable. Principal H-1B holder’s documents (passport, visa, I-94, I-797). Principal H-1B holder’s three most recent pay stubs.
<b>J-2</b>	Your DS-2019. Principal J-1 holder’s documents (passport, visa, I-94, DS-2019). EAD card(s), if applicable.
<b>Other</b>	Please inquire with OIS.

### If you previously held J-1 or J-2 status:

- All Forms DS-2019 (formerly Form IAP-66).
- Copies of J-1/J-2 visas.
- If applicable: waiver of two-year home residency requirement or evidence you fulfilled the requirement for all previous J programs.

### Additional Information:

- Any receipts and/or approval notices in connection with **Permanent Residency** (green card) filings.
- Any previous H-1B approvals or denials within the past seven years.
- If you are in deportation or removal proceedings, you will need to attach explanation and documentation.

## How Dependents Obtain H-4 Status

Spouses and unmarried children under age 21 of an H-1B worker are eligible for H-4 status. Their status depends on the H-1B principal maintaining valid immigration status and filing extensions on time. H-4 dependents may study. They may only work if they qualify for and obtain their own [employment authorization from USCIS](#).

If you have dependents, complete the **H-4 Dependents Procedures** form after you receive access to Sunapsis.

### If your dependents are outside the U.S.

Dependents abroad may apply for an H-4 visa at a U.S. embassy or consulate **after the H-1B petition is approved**. They will need a copy of the H-1B I-797 approval notice and supporting documents. After visa approval, they may enter the U.S. in H-4 status. No dependent-specific USCIS filing is required before the visa appointment.

### If your dependents are inside the U.S.

- **Dependents in another valid immigration status** (e.g., F-1/F-2, J-1/J-2, H1B) must file **Form I-539** with USCIS to request a change to H-4 status **after** UMB has filed the H-1B petition.
- **Dependents currently holding H4 status** should review their expiration date on their I-94 or H-4 I-797 approval notice. If their status expires before the H-1B end date UMB requests, they must file **Form I-539** with USCIS to request extension and remain in valid status.

## Next Steps After Your H-1B Petition Is Filed

1. If your dependents are in the U.S., you will receive:
  - A confirmation email that your case was filed,
  - The H-1B receipt notice,
  - Petition information necessary for completing form I-539, and
  - A list of legal resources, if you need assistance from an immigration attorney.

2. Assist your dependent(s) with filing the I-539 before their status expires. Seek immigration attorney assistance, if needed. Dependent applications are the responsibility of the individual and OIS cannot provide specific guidance.

## Documents You Can Start Gathering Now

Dependents should prepare the following documents:

### **Proof of Relationship**

- Marriage certificate (spouse) or birth certificate (child)

### **Translations**

- Certified English translations for any non-English documents.

### **Dependent's Identity & Status Documents**

- Valid passport (biographical/expiration pages)
- Most recent Form I-94
- Relevant U.S. immigration documents (e.g., prior H-4 I-797, F-2 I-20, J-2 DS-2019)

### **If Applicable**

- Copy of any I-612 waiver of the two-year home residency rule
- Documents related to permanent residency filings
- Copies of previously issued EADs