

H-1B Document Requirement List

Please forward **legible** copies of the following. See below for faxing and email instructions.

Documents	Comments	Original	Extension- New to ISS	Transfer	Extension - Returning ISS Client
Information page of Passport	Page bearing photo & biographical information	X	X	X	
I-94 Card (Arrival/Departure document)	Only persons in the US possess an I-94	X	X	X	*If new since last H-1B
Most Recent US Visa Stamp	Located in passport	X	X	X	*If new since last H-1B
Previous Approval Notices (I-797s)		X	X	X	
Form I-20 (SEVIS forms)	If currently in F-1 status	X			
EAD Card (employment authorization document)	If currently working pursuant to OPT	X			
DS-2019 Forms and I-612 Waiver Approval (if applicable)	If currently in J-1 status or have held J-1 or J-2 status previously	X	X	X	
Documentation relevant to a Green Card filed through another firm	May include documentation of LCP, I-140, I-485, I-765, I-131, I-130, etc.	X	X	X	
Date of first entry to US in H or LStatus			X	X	
Two most recent pay stubs	If currently work authorized by another visa, including F-1 OPT	X	X	X	X
Diploma(s) and/or transcripts	* NOTE: While not required when initially submitting an extension and/or transfer, the CIS may request copies of these materials before approving the petition.	X	*	*	
Educational Evaluation	* NOTE: If degree(s) issued by an institution that is NOT in the US, the CIS may request an educational credential evaluation before approving the petition. ISS can assist with procuring an evaluation if necessary.	*	*	*	
License, Credential and/or Permit required to practice the profession	* NOTE: If required by the state of employment, the CIS will likely request a copy of the relevant document before approving the petition.	*	*	*	*If new since last H-1B
Visa Screen	* NOTE: If required for the profession (ex. physical therapist), the CIS will likely request a copy of the visa screen before approving the petition	*	*	*	

For spouse and/or children currently in the US in dependent status:					
Information page of Passport	Page bearing photo & biographical information	X	X	X	
I-94 card (Arrival/Departure document)		X	X	X	*If new since last H-1B
Current US Visa Stamp		X	X	X	*If new since last H-1B

Please forward clear, legible copies of the above information to us.

Ensure **your name, Company name and ISS account number** is on the cover sheet.

Be sure to mark your fax: **Attention Non-immigrant visa processing department**

Our fax number is (717) 506-5208

Email: info@immigrationsupport.com

Our express mail address is:
Immigration Support Services
2215 Millennium Way
Enola PA 17025 USA