

H-1B Sponsor & Extend Supporting Documents Cover Sheet

From the Applicant

1. Data Sheet
2. One copy of the C.V. (Submit this only if it was not provided in Step 1)
3. One copy of the highest diploma earned in the original language **and** the transcript (may be unofficial transcript)
 - If the academic institute does not issue transcripts, a letter stating this policy from the University Registrar can be included instead.
4. One copy of a certified translation (if diploma is not in English)
 - Two reputable firms to contact for translations are Trustforte Corp or Morningside Evaluations. They can also provide evaluations of your documents, if necessary.
5. One copy of a degree evaluation (if degree was not earned in the U.S.)
 - Trustforte Corp or Morningside Evaluations can provide evaluations of your documents.
6. One copy of passport ID page
 - Passport must have a validity date at least six months beyond the applicant's expected date of entry to the United States. If your passport will expire within the next 6 months, you should immediately apply for a new one.
7. One copy of most recent visa stamp, if currently in the U.S. (if applicant has been in the U.S. before)
8. **If now or previously in the U.S. in J-1/J-2, F-1, H-1B or O-1 status:**
 - J-1/J-2 status: all previously issued DS-2019 forms and visa stamps. If applicant was subject to the two year home residency requirement, the waiver granted by USCIS is required.
 - If currently in F-1 status: all previously issued I-20 forms and EAD cards.
 - H-1B or O-1 status: all I-797 approval notices that have been issued.
9. One copy of I-94 record
 - If currently in the U.S., attach three copies of both sides of a printout of the I-94 arrival/departure record.
10. Proof that the scholar has been employed until the day the new H-1B petition for Columbia University is filed
 - If currently in the U.S. in H-1B status, USCIS requires proof that the scholar has been employed until the day the H-1B petition is filed. Please provide three (3) recent pay statements.
11. I-539 for applicants with dependent(s)
 - If there are dependents in the United States, a completed USCIS Form I-539 must also be included if they will apply for a change of status to H-4 (the dependent status of H-1B) or an extension of H-4 status. Also include a copy of each dependent's:
 - I-94 arrival/departure record

- Visa stamp and passport ID pages showing identity and expiration date
- documents related to their status, such as I-20 for F-2
- a marriage certificate (spouse) or birth certificate (child)
***If the dependents are outside the U.S., the I-539 is **not** required. The dependent will apply for an H-4 visa abroad after the H-1B has been approved.

From the Department

12. Cover Sheet (this document)

13. Offer letter

14. Certification Regarding the Release of Controlled Technology

- Printed on department letterhead

15. Sponsor letter

- Please be sure to include the degree and area of specialization required for the position, especially if the employment is not a teaching position. You may use the Sample Teaching Letter or Sample Research Letter as a guide.

16. USCIS Fees

- Your department must pay all required fees. When preparing a Check Request for Accounts Payable, use the AP/CAR vendor "U.S. Dept of Homeland Security, USCIS Service Center, 75 Lower Weldon Street, St. Albans, VT 05479 Request check(s) payable to U.S. Department of Homeland Security." Use only "hold for pick-up".
 - \$460 I-129 petition
 - \$500 Fraud Prevention and Detection Fee
 - \$370 I-539 change of status/extension of stay application for dependents (If no spouse or children dependents, this is not a required fee).
 - \$2,500 Optional additional premium processing fee to expedite the USCIS adjudication process to 15 days rather than the usual 6 months processing time.
- All fees must be on separate checks.