

H1-B Beneficiary Form and Supporting Documents Check List

H-1B status is applied for by the Employer (TSRI) on behalf of a beneficiary (H-1B worker)

- Complete, sign and return the H1B Beneficiary Information Form.
An incomplete or unsigned form will cause delays.
- Copy(s) of your highest Academic Degree, with English translation if applicable. For more information on an English translation please contact the International Office.
- Copy of **current** Biographical Information page in Passport. (*Page(s) with the passport expiration date and your picture.*)
- Current** C.V. & Bibliography

IF CURRENTLY IN U.S. ALSO ATTACH THE FOLLOWING DOCUMENTS:

- Copy of **current** I-94 Arrival/Departure card (both sides).
- If you have been in **ANY** H status, including H-1B or H-4, in the past 6 years, please include copies of **current & previous** I-94 Arrival/Departure card (both sides).
- Copies of **current & previous** Visa pages/Visa stamps.
- For current F-1 visa holders, copies of page 1& 3 of current & all previous I-20 Forms issued. If applicable, copy of any Employment Authorization Document (EAD card), also known as a work permit.
- For current J-1 visa holders, copies of all previous DS-2019 and/or IAP-66 Forms (front side only).
- For current and prior H, L, TN, or O visa classifications, copies of all previous USCIS I-797A / B Approval Notices.
- For current H, J or F visa classification, a copy of most your recent pay stub.
- If you or anyone has filed an immigrant petition on your behalf, please provide a copy of the Receipt Notice(s).

IF DEPENDENTS WILL CHANGE TO / EXTEND H-4 STATUS:

- Copy of current Bio page in passport for all dependents.
- Copy of dependent's **current** I-94 Arrival/Departure card (both sides).
- Copies of **current & previous** Visa page/Visa stamp pages for all non-U.S. citizen dependents requiring a U.S. visa classification.
- If your dependent(s) have been in **ANY** H status, including H-1B or H-4 status, in the past 6 years include copies of **current & any previous** I-94 Arrival/Departure cards for all dependents within U.S. (both sides).
- If applicable to H-4, copies of all previous INS/USCIS I-797A Approval Notices for dependent.
- If applicable to F-2, photocopies of page 1& 3 of current & all previous I-20 Forms issued and Employment Authorization Document (EAD card), also known as a work permit.
- If applicable to J-2, copies of all DS-2019 and Employment Authorization Documents (EAD card), work permit for dependent.
- If applicable, a copy of the Marriage Certificate with English translation.
- If non-U.S. citizen dependents will be included with the H-1B or O-1 petition, enclose a \$300 check, payable to the 'Department of Homeland Security.' *Personal bank checks are acceptable for the \$300 fee.*

It is IMPORTANT to provide full size **CLEAR, READABLE COPIES** of the documents requested.

IF MARRIED AND DEPENDENT PETITION IS REQUIRED with the H-1B CONTINUE WITH QUESTIONS 10 – 16:

10. Spouse's Full Name: _____
As it appears in the passport (Family) (Given) (Middle)
11. Date of Birth: ____/____/____ 12. Place of Birth (City, Province, Country): _____
13. Country of Citizenship: _____
14. Current Visa Status: _____ 15. Social Security Number/ITIN: _____
16. Employed in the U.S. S.? Yes No
- If yes, provide company name, address, and hourly income:* _____
\$ _____ / per hour

CHILDREN TO BE INCLUDED WITH DEPENDENT PETITION:

NAME: _____
As it appears in the passport (Family) (Given) (Middle)

Date of Birth: ____/____/____ Country of Citizenship: _____
(Month) (Day) (Year)

Place of Birth: _____ Social Security Number/ITIN: _____
(City, Province, Country)

CHILDREN TO BE INCLUDED WITH DEPENDENT PETITION (Provide separate sheet if necessary):

NAME: _____
As it appears in the passport (Family) (Given) (Middle)

Date of Birth: ____/____/____ Country of Citizenship: _____
(Month) (Day) (Year)

Place of Birth: _____ Social Security Number/ITIN: _____
(City, Province, Country)

IF YOU ARE OUTSIDE THE U.S. CONTINUE WITH QUESTION 17 / 18:

17. U.S. CONSULATE WHERE YOU WILL APPLY FOR H-1B VISA:
CITY _____ COUNTRY _____
18. CITY OF PRE-FLIGHT INSPECTION (Canadian citizens only): _____

Mailing Address (if outside TSRI): _____

All information provided on this form is true and correct to my knowledge.

Beneficiary Signature

Date

RETURN COMPLETED FORM (and all required accompanying documents) TO THE LAB ADMINISTRATOR OR DIRECTOR IN YOUR (PROSPECTIVE) HIRING DEPARTMENT